



COD Processing Update

February 17, 2012

NEWS/UPDATES

• **Direct Loan Closeout Information for 2010-2011 Program Year Electronic Announcement Released (02/17/12)**

An [Electronic Announcement](#) was released to schools from the COD School Relations Center on February 16, 2012 and is posted on the Information for Financial Aid Professionals (IFAP) Web site. This announcement is the first in a series of Direct Loan closeout announcements that informs schools of the closeout deadline for the 2010-2011 Program Year.

If you would like to be added to or removed from the Direct Loan Electronic Announcement distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DL Electronic Announcement Distribution".

• **CPS Reprocessing on February 15, 2012 to Update Pell Eligibility Based on 2012-2013 Pell Grant Payment and Disbursement Schedules (02/14/12)**

In an [electronic announcement posted to the Information for Financial Aid Professionals \(IFAP\) Web site on January 30, 2012](#), Federal Student Aid alerted you that it will reprocess 2012-2013 Institutional Student Information Records (ISIRs) for applicants who applied prior to February 13, 2012 in order to recalculate Federal Pell Grant (Pell Grant) eligibility according to the 2012-2013 payment and disbursement schedules published in [Dear Colleague Letter P-12-01](#). This Central Processing System (CPS) reprocessing will take place **February 15, 2012**.

For complete information on this CPS reprocessing, refer to [the February 14, 2012 Electronic Announcement](#) posted on the IFAP Web site.

• **TFA Information – Token Distribution and E-mails for Schools in Group 1 (02/09/12)**

In an earlier announcement, Federal Student Aid explained that it will begin a phased distribution of tokens and token information to schools. Working with Primary Destination Point Administrators (PDPAs) and Common Origination and Disbursement (COD) Security Administrators, Federal Student Aid will distribute the tokens to one group of schools at a time. Each group will be comprised of the schools located in a particular set of states.

For complete information on token distribution, refer to [the February 8, 2012 Electronic Announcement](#) posted on the IFAP Web site.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan specific issues to report at this time.

GRANTS

There are no Grant specific issues to report at this time.

REMINDERS

Washington’s Birthday Federal Holiday (02/09/12)

Monday, February 20, 2012 is the Washington’s Birthday Federal Holiday.

- The COD School Relations Center will be open.
- The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, February 20, 2012, but schools will not be able



to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, February 21, 2012.

Complete information regarding processing and customer service hours for the COD System and other Federal Student Aid/Department of Education call centers on the holiday is posted in [a February 07, 2012 Electronic Announcement](#) on the IFAP Web site.

COD Computer-Based Training (02/17/12)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT).

The COD CBT consists of component simulations and CBTs. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section on the home page, click on [COD Computer-Based Training](#).

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (02/17/12)

When submitting student or borrower addresses or address changes to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.

- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.
- When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.

See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

Submitting Addresses for U.S. Territories and Foreign Countries via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>	<AddressLine> <City> <StateProvince> (Optional) <PostalCode> (Optional) <CountryCode>

Submitting Addresses for U.S. Territories and Foreign Countries via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as “Blank”.

A complete list of State Codes (including U.S. Territories), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the [2010-2011 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.