



# COD Processing Update

February 18, 2011

## NEWS/UPDATES

### • **2010-2011 Pell Grant CFL Reduction To NAPD On February 16, 2011 (02/17/11)**

On February 16, 2011, Federal Student Aid reduced the Federal Pell Grant (Pell Grant) 2010-2011 Award Year Current Funding Level (CFL) to the Net Accepted and Posted Disbursements (NAPD) for schools that had a CFL greater than their NAPD. As noted in the warning message that Federal Student Aid sent to affected schools on January 26, 2011, this action was taken because the majority of disbursements for the first payment period of the 2010-2011 Award Year should have already been submitted to the COD System for processing. This reduction affected approximately 201 schools.

A school affected by the February 16, 2011 Pell Grant CFL reduction to NAPD will be impacted as follows:

- Receive a text message (PGTX11OP Message Class) in the school's Student Aid Internet Gateway (SAIG) mailbox notifying the school of the reduction.
- Receive a new Electronic Statement of Account (ESOA) (PGTX11OP) that reflects the reduction.
- See a change in the school's Pell Grant CFL that reflects the reduction.

If an affected school has additional 2010-2011 disbursements to submit to the COD System, it should do so as soon as possible. As a reminder, a school must set the Disbursement Release Indicator (DRI) to "True" in order to fund an actual Pell Grant disbursement; this does not happen automatically. Upon acceptance of the disbursements, the school's 2010-2011 Pell Grant CFL will be increased.

**Note:** An affected school that has drawn down funds in G5 but that has not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

If you have any questions regarding the 2010-2011 Pell Grant CFL reduction to NAPD, contact the COD School Relations Center.

### • **First Pell Grant Administrative Cost Allowance Payments for 2010-2011 Award Year (02/16/11)**

Federal Student Aid began processing the first Pell Grant Administrative Cost Allowance (ACA) payments for the 2010-2011 Award Year on February 14, 2011. Schools will begin to see these payments deposited directly into their bank accounts over the next few weeks.

For complete information about these ACA payments, refer to [the February 15, 2010 Electronic Announcement](#) that is posted on the IFAP Web site.

### • **Calculating the 2010-2011 Iraq and Afghanistan Service Grant Award (02/14/11)**

Electronic Announcements that were previously posted on November 6, 2009, May 13, 2010, July 30, 2010, and October 1, 2010, provided information on 2010-2011 Iraq and Afghanistan Service Grant awards.

[In a February 11, 2011 Electronic Announcement](#) posted on the IFAP Web site, Federal Student Aid clarifies how an Iraq and Afghanistan Service Grant award is calculated for the 2010-2011 award year.



## CURRENT ISSUES

### DIRECT LOANS

There are no issues to report at this time.

### GRANTS

There are no issues to report at this time.

### REMINDERS

- **COD Batch Processing Suspension And Web Site Outages February 18-19, 2011 (02/11/11)**  
During the period February 18-19, 2011, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that supports the processing of Iraq and Afghanistan Service Grant, Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2011-2012 Award Year.

**Note:** The Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs are no longer available as of the 2011-2012 Award Year. The COD System will not process records for these programs for the 2011-2012 Award Year and forward. The COD System will continue to process ACG and National SMART Grant records for previous award years.

Federal Student Aid will post an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#) that provides operational implementation guidance related to the new functionality.

#### **COD Batch Processing Suspension and Web Site Outage Information**

In order to install the additional COD System functionality, Federal Student Aid will suspend COD batch processing beginning at 8:00 P.M. (ET) on

Friday, February 18, 2011. Records submitted after this time will be held and processed after 8:00 P.M. (ET) on Saturday, February 19, 2011.

**Note:** All actual disbursements with a disbursement date from February 18, 2011 through February 19, 2011 must be received by the COD System **no later than 9:00 AM (ET) on Friday, February 18, 2011**, and subsequently accepted by the COD System, in order for them to be included in the drawdown prior to the outage. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after February 19, 2011 will be processed and funded after the outage.

In addition, between 8:00 P.M. (ET) on Friday, February 18, 2011 and 8:00 P.M. (ET) on Saturday, February 19, 2011—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- Users will not be able to access the COD Reports area of the [COD Web site](#).
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically, or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#).

**Note:** The COD System will undergo routine maintenance on Sunday, February 20, 2011 from 5:00 A.M. (ET) until 11:00 A.M. (ET). During this period, batch processing and Web site availability



will again be impacted. In addition, due to the President's Day federal holiday, the COD System will accept and process data from schools and send back responses/acknowledgments on Monday, February 21, 2011, but schools will not be able to receive any federal funds on that day. Requests for changes in funding levels and for funds for all award years will not be processed until Tuesday, February 22, 2011.

Federal Student Aid apologizes for this inconvenience and appreciates your understanding and patience while it completes this important activity.

#### **Washington's Birthday Federal Holiday (02/17/11)**

**Monday, February 21, 2011** 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 21, 2011, 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 22, 2011.

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 10, 2011 Electronic Announcement](#) on the IFAP Web site.

#### **COD Computer-Based Training (02/18/11)**

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 26, 2010.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating

**Contact Information:** If you have questions, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com).

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](#).

If you have questions or comments about the COD CBT, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). If you e-mail your question or comment, please include "COD CBT Question/Comment" in the subject line.

#### **Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (02/18/11)**

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.