

# COD Processing Update

February 19<sup>th</sup>, 2016

NEWS/UPDATES

- **Postponed G5 System Outage (2/17/16)**

On February 1, 2016, Federal Student Aid informed the community of the G5 System Outage scheduled for February 17-22, 2016 (<http://ifap.ed.gov/eannouncements/020116G5OutageAlertFeb17thru22.html>).

Federal Student Aid has postponed the extended maintenance activity and will reschedule the maintenance for a future weekend. Accordingly, G5 and COD System processing will continue as normal.

Federal Student Aid apologizes for any inconvenience the postponement may have caused.

- **OMB Expiration Dates on Direct Loan Master Promissory Notes (2/19/16)**

***Direct Subsidized/Unsubsidized Master Promissory Note***

The current Direct Subsidized/Unsubsidized Master Promissory Note (MPN) has an Office of Management and Budget (OMB) expiration date of 2/29/2016. Federal Student Aid is currently in the process of clearing the new form, but does not yet have a targeted implementation date. Additional information about this implementation will be posted in a forthcoming announcement on the [IFAP Web site](#). In the meantime, the current MPN form is valid and schools should continue to use it until further notice.

***Direct PLUS Loan Application and Master Promissory Note***

The current Direct PLUS Loan Application and MPN has an OMB expiration date of 2/29/2016. Federal Student Aid is currently in the process of clearing the new form, but does not yet have a targeted implementation date. Additional information about this implementation will be posted in a forthcoming announcement on the [IFAP Web site](#). In the meantime, the current MPN form is valid and schools should continue to use it until further notice.

- **Direct Loan Closeout Information for 2014-2015 Program Year (2/8/16)**

On February 5, 2016, Federal Student Aid posted on the Information for Financial Aid Professionals (IFAP) Web site the first in a 3-part series of Direct Loan closeout announcements that informs schools of the closeout deadline for the 2014-2015 Program Year. For more information, refer to the [Electronic Announcement](#).

- **Federal Pell Grant Program Reconciliation (2/1/16)**

In a [November 17, 2015 Electronic Announcement](#) Federal Student Aid published general information regarding Title IV Aid Disbursement Reporting, Excess Cash, and Reconciliation Requirements. In addition, updated disbursement reporting and data submission timelines for all programs was published in a Federal

Register Notice (see Federal Register Volume 80, Number 47 published on [March 11, 2015](#) for the 2015-2016 deadlines).

Pell Grant Reconciliation is the process by which a school reviews and compares Pell Grant data recorded on the Department of Education's systems with the information in the school's internal records. This process should be performed on a regular basis, and is recommended at least monthly.

For specific information to assist your school in reconciling the Pell Grant Program, refer to the [February 1, 2016 Electronic Announcement](#) posted on the IFAP Web site.

- **2016-2017 Pell Grant Payment & Disbursement Schedules Now Posted (01/29/16)**

In [Dear Colleague Letter GEN-16-01](#), posted to the Information for Financial Aid Professionals (IFAP) Web site on January 29, 2016, Federal Student Aid provided the community with the Federal Pell Grant Payment and Disbursement Schedules for the 2016-2017 Award Year for full-time, three-quarter-time, half-time, and less-than-half-time students. All 2016-2017 Pell Grant awards must be based on the schedules attached to the letter. In a forthcoming electronic announcement, Federal Student Aid will provide information about the operational implementation of the schedules in its systems, including the COD System. Please monitor the IFAP Web site for this forthcoming operational guidance.

- **Process Change for Pell Grant ACA Payments Effective February 2016 (1/27/16)**

The Federal Pell Grant (Pell Grant) regulations at 34 CFR 690.10 provide for an Administrative Cost Allowance (ACA) payment to defray the costs of administering the Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, and Federal Perkins Loan programs. Federal Student Aid processes these payments two times a year, once in late February/early March and again in late August.

The first Pell Grant ACA payment for the 2015-2016 Award Year is scheduled for February 29, 2016. Beginning with this payment, Federal Student Aid will implement a permanent processing change that will alter how schools receive Pell Grant ACA payments. ***This change does not impact how Pell Grant ACA payments are calculated; it only changes how Federal Student Aid delivers those payments to schools.***

Previously, once the Pell Grant ACA payments were calculated, the funds were deposited directly in a school's bank account. Beginning in February 2016, a school's calculated Pell Grant ACA payment will be posted in G5 as an Available Balance in the school's ACA G5 Award Number, beginning with P063Q. Once posted, a school will sign in to G5 and process a drawdown transaction in G5 to receive the funds.

For more information about this change, refer to the [January 27, 2016 Electronic Announcement](#) that is posted on the IFAP Web site.

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## CURRENT ISSUES

### DIRECT LOANS

There are no Direct Loan-related issues at this time.

### GRANTS

There are no Grant-related issues at this time.

## Keep School Contact Information Current in the COD System (02/19/16)

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to [the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site.](#)