



COD Processing Update

February 21, 2014
NEWS/UPDATES

- **Impact on COD Processing February 21-24, 2014 (2/19/14)**

Federal Student Aid is planning several system maintenance activities during the period of February 21-24, 2014. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

COD Reporting NewsBox Outage

Due to system maintenance, the COD Reports area of the COD Web site will be unavailable from 10:00 A.M. (ET) Friday, February 21, 2014 until 8:00 A.M. (ET) on Monday, February 24, 2014. During this period, a school will not be able to access reports through its COD Reporting NewsBox.

Extended COD System Maintenance

From 12:00 A.M. (ET) until 12:30 P.M. (ET) on Sunday, February 23, 2014—

- 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 any actions or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete any actions via the [TEACH Grant Web site](#).
- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes these important activities. If you have any questions about the COD System, the StudentLoans.gov Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.



- **Availability of Report Readers for Pell Grant Reconciliation File, Pell Grant Year to Date (YTD) File, and School Account Statement (SAS) Disbursement Detail on Demand File [Update 02/11/14 (01/29/14)]**

In January 2014, Federal Student Aid posted three report readers for the following reports:

- Pell Grant Reconciliation File
- Pell Grant YTD File
- SAS Disbursement Detail on Demand File

The readers provide a simplified way of importing the report files into an Excel spreadsheet for school reconciliation purposes. To use the readers, a school must receive the ***fixed-length format*** of the reports.

The readers, along with instructions on how to use them, are posted on the [Common Origination and Disbursement \(COD\) Web site](#) and can be accessed by clicking on the “Today’s Update” link located on the gray bar at the bottom of the home page.

Note: On February 7, 2014 Federal Student Aid corrected an issue with all three reader files, and the reader files were replaced on the COD Web site. If a school downloaded any of the reader files from January 28, 2014 through February 7, 2014, it should delete those saved reader files and download the updated files.

If you have questions about the readers or need additional assistance with using them, contact the COD School Relations Center.

- **Credit Check Processing on COD Web Site for 2014-2015 Applicants (02/05/14)**

In October 2013, Federal Student Aid implemented a change in which a CPS data-matching process is in place when a school completes a credit check via the COD Web site. More information about this change is posted in an attachment to an [October 18, 2013 Electronic Announcement](#). Federal Student Aid will match CPS data across all active award years on file; however, if a borrower ***only has data for 2014-2015***, Federal Student Aid will not be able to perform the CPS match until ***after*** the COD System implementation for the 2014-2015 Award Year planned for April 2014. If the borrower has data for multiple award years, the CPS match should be able to be performed.

If a school cannot delay credit check processing until April 2014, it may want to consider having borrowers complete a Direct PLUS Loan application via the StudentLoans.gov Web site (credit checks are completed during the PLUS request process and not dependent on the CPS-matching process).

Information about the April 2014 COD System implementation will be provided in a forthcoming Electronic Announcement. For questions about COD System processing, schools should contact the COD School Relations Center.



- **OMB Expiration Date on Direct Loan PLUS Loan Application and Master Promissory Note (01/31/14)**

The current Direct PLUS Loan Application and MPN have an Office of Management and Budget (OMB) expiration date of 11/30/2013. Federal Student Aid is currently in the process of clearing a revised form, but does not yet have a targeted implementation date. In the meantime, the current MPN form is valid and schools should continue to use it until further notice.

- **COD Common Record XML Schema Version 4.0a Now Available (10/30/13)**

In Spring 2014, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that will support the processing of Federal Pell Grant (Pell Grant), Iraq and Afghanistan Service Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2014-2015 Award Year. In conjunction with this implementation, Federal Student Aid will begin using a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new schema version is 4.0a.

For complete information about the new schema version, refer to [“COD Common Record XML Schema Version 4.0a”](#) posted on the IFAP Web site.

If you have questions about the schema, contact the COD School Relations Center.

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grant-related issues at this time.

REMINDERS

Keep School Contact Information Current in the COD System (2/21/14)

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.](#)