



COD Processing Update

February 25, 2011

NEWS/UPDATES

• **2008-2009 Pell Grant CFL Reduction to G5 Net Drawdown Warning Message (02/23/11)**

At this time, all Federal Pell Grant (Pell Grant) funds for the 2008-2009 Award Year should have been disbursed to students. In general, schools are to submit Pell Grant disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, disbursements and disbursement adjustments for the 2008-2009 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2008-2009 CFL Reduction to G5 Net Drawdown Warning Message Sent on February 22, 2011

On February 22, 2011, Federal Student Aid sent a message to schools that have a G5 Pell Grant authorization, known in the COD System as Current Funding Level (CFL), for the 2008-2009 Award Year that is greater than their Net Drawdown amount reflected in the COD System and in G5. The message warns an affected school that its 2008-2009 Pell Grant CFL will be reduced to the G5 Net Drawdown if the CFL is still greater than the G5 Net Drawdown on March 16, 2011. When the actual reduction occurs on March 16th, the school will have a reduced authorization in G5 and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

Federal Student Aid sent the February 22, 2011 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class PGTX09OP. A school that receives the warning message should review its internal records and its CFL, G5 Net Drawdown, and Net Accepted and Posted Disbursements (NAPD) reflected in the COD System as soon as possible. The school should submit all outstanding downward disbursement adjustments to the COD System and/or request any outstanding drawdown from G5 for the 2008-2009 Award Year as soon as possible but before March 16, 2011.

This same information is posted in a [February 23, 2011 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have questions about the 2008-2009 Pell Grant CFL reduction to G5 Net Drawdown, contact the COD School Relations Center.

• **G5 Phase 3 Implementation March 4-14, 2011 --Impact to Federal Student Aid Processing and on Funds Availability for Title IV Programs (02/21/11)**

As explained in a [January 7, 2011](#) letter that was mailed and e-mailed to all grantees and payees from the Department's Office of the Chief Information Officer, during the period March 4-14, 2011, the Department will implement Phase 3 of G5. The functionality being implemented in G5 Phase 3 has minimal impact to school users. However, the service outage associated with the G5 Phase 3 implementation will impact school users in a number of ways.

From 3:00 P.M. (ET) on Friday, March 4, 2011 through 6:00 A.M. (ET) on Monday, March 14, 2011, the [G5 Web site](#) will not be available. Schools will not be able to draw down funds during this period.



For complete information about the G5 Phase 3 Implementation, refer to [the February 18, 2011 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site.](#)

CURRENT ISSUES

DIRECT LOANS

There are no issues to report at this time.

GRANTS

There are no issues to report at this time.

REMINDERS

Impact on COD Processing February 27, 2011 (02/23/11)

Federal Student Aid is planning several system maintenance activities on February 27, 2011. 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.

Extended COD System Maintenance

From 1:30 A.M. (ET) until 11:00 A.M. (ET) on Sunday, February 27, 2011—

- Users will not be able to submit or retrieve data via 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](#).
- 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 this important activity. 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.

COD Computer-Based Training (02/25/11)

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 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. 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 (02/25/11)

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.