



February 26, 2010

This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

Direct Loan Program

COD News



UPDATED!

Action Required: DUNS Number and TIN Registration with Central Contractor Registration Database By March 31, 2010 [01/29/10 (Updated 2/26/2010)]

As explained in a [January 4, 2010 letter](#) that was mailed and e-mailed to all grantees and payees from the Department of Education's (the Department's) Office of the Chief Information Officer, *all schools must register their Data Universal Numbering System (DUNS) number and Taxpayer Identification Number (TIN) with the federal government's Central Contractor Registration (CCR) database by March 31, 2010.*

New Requirement

This action is required because beginning in April 2010, the Department will process and disburse all federal funds through the Department of Treasury rather than the Federal Reserve. While this change will not impact how or when payments will be delivered to a school's bank account, it is very important that schools register their DUNS number and TIN by the deadline.

In order to prevent delays in the receipt of Title IV program funds, the Department encourages *all* schools to confirm that their DUNS number and TIN are registered with the CCR database. If a school has not previously registered its DUNS number and TIN, it should do so as soon as possible, but no later than March 31, 2010.

Webinar

To assist grantees and payees with this new requirement, the Department will host a webinar that will provide an overview of the CCR requirement as well as explain how to complete the registration process.

The Department will present this information in a 60-minute session offered on *Thursday, March 4, 2010, at 2:00 P.M. (ET)*. Advance registration is NOT required for this training.

Posted Information

For complete information about the DUNS Number and TIN Registration with Central Contractor Registration database, refer to [the January 28, 2010 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

For complete information about the live Internet Webinar, refer to [Dear Colleague Letter ANN-10-06 posted on the IFAP Web site](#).



COD System Maintenance Planned For Sunday, February 28, 2010 (02/24/10)

The COD System will undergo routine maintenance on Sunday, February 28, 2010 from 1:30 A.M. until 9:00 A.M. (ET). 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. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity.

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

COD Web Site and System

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 1:30 A.M. and 9:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Direct Loan Electronic Master Promissory Note Web Site

- An individual will not be able to complete a new MPN electronically or retrieve an existing MPN that was completed electronically via the [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) between 1:30 A.M. and 11:00 A.M. (ET).

An individual starting the process by 12:30 A.M. (ET) will be able to complete his or her MPN before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

TEACH Grant 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](#) between 1:30 A.M. and 11:00 A.M. (ET).

An individual starting the process by 12:30 A.M. (ET) will be able to complete his or her TEACH Grant Initial and Subsequent Counseling or ATS before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the TEACH Grant Initial and Subsequent Counseling session, complete a new ATS, or retrieve an existing ATS.



Contact Information

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, the Direct Loan Electronic MPN 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.

Weekly Reminders



Sending Addresses for U.S. Territories on the Common Record or the COD Web site (02/26/10)

When submitting student or borrower addresses 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. These addresses are considered domestic addresses and should not be submitted as a foreign address with a Country Code. If these addresses are not submitted correctly, important correspondence from the COD System and the Direct Loan Servicing Center is delayed or not received.

When a student or borrower address is located in a U.S. Territory, the address should be treated as a domestic address and submitted to the COD System as follows:

Submitting Addresses for U.S. Territories 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
3.0b *Required for 2009-2010 Award Year and forward	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>
2.0e	<AddressForeignIndicator>>false </AddressForeignIndicator> (optional) <AddressLine> <AddressCity> <AddressStateProvinceCode> <AddressPostalCode>	<AddressForeignIndicator>>true </AddressForeignIndicator> <AddressCountryCode>



Submitting Addresses for U.S. Territories 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) is provided in Volume VI, Section 4 of the [2009-2010 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.



COD Computer-Based Training (02/26/10)

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 27, 2009.

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](#).

The components of the COD CBT are as follows:

COD System Simulations – The COD System Simulations offer lessons that explain the [COD Web site](#) screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the [COD Web site](#). By entering fictitious data, the user can explore basic navigation and functions of the [COD Web site](#) and practice locating and creating information in a safe environment that includes tips for assistance.

Direct Loan Reports CBT – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBTs – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDEXpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDEXpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

eMPN Online Simulations – The eMPN Online Simulations offer a step-by-step walk through of the process for electronically completing a Direct Loan Master Promissory Note (MPN). There



are three separate simulations: one for completing a Direct Subsidized/Unsubsidized Loan MPN, one for graduate students completing a Direct PLUS Loan MPN, and one for parents completing a Direct PLUS Loan MPN. Each simulation uses text to guide a user through student and parent aspects of the electronic MPN process.

TEACH Grant Web Site Simulation – The TEACH Grant Web site Simulation guides the user through the [TEACH Grant Web site](#) and includes a step-by-step walk through of the process for completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include “COD CBT Question/Comment” in the subject line.



Grant Programs

ACG, National SMART Grant, Pell Grant, and TEACH Grant

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2007-2008 Pell Grant CFL Reduction to G5 Net Drawdown Warning Message (02/23/10)

At this time, all Federal Pell Grant (Pell Grant) funds for the 2007-2008 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 2007-2008 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2007-2008 CFL Reduction to G5 Net Drawdown Warning Message Sent on February 22, 2010

On February 22, 2010, 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 2007-2008 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 2007-2008 Pell Grant CFL will be reduced to the G5 Net Drawdown if the CFL is still greater than the G5 Net Drawdown on March 18, 2010. When the actual reduction occurs on March 18th, 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, 2010 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class PGTX08OP. 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 2007-2008 Award Year as soon as possible but before March 18, 2010.

This same information is posted in [a February 23, 2010 Electronic Announcement on the IFAP Web site](#). If you have questions about the 2007-2008 Pell Grant CFL reduction to G5 Net Drawdown, contact the COD School Relations Center.

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