

# COD Processing Update

March 11<sup>th</sup>, 2016

NEWS/UPDATES

- **COD Batch Processing Suspension And Web Site Outages March 9-14, 2016 (2/26/16)**

During the period of March 9-14, 2016, 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 2016-2017 Award Year.

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**

***With this implementation, we will move the COD System to a new operating platform that will improve overall performance. This undertaking will require an unusually long outage window that will impact all processing functions for an extended period of time. Accordingly, we will suspend COD batch processing beginning at 6:00 P.M. (ET) on Wednesday, March 9, 2016.*** Records submitted after this time will be held and processed after 8:00 A.M. (ET) on Monday, March 14, 2016.

**Note:** All actual disbursements with a disbursement date from March 9, 2016 through March 14, 2016 must be received by the COD System ***no later than 9:00 A.M. (ET) on Wednesday, March 9, 2016***, and subsequently accepted by the COD System, in order to generate the appropriate funding level increase 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 March 14, 2016 will be processed and funded after the outage.

***Between 6:00 P.M. (ET) on Wednesday, March 9, 2016 and 8:00 A.M. (ET) on Monday, March 14, 2016—***

- 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](#) or the [TEACH Grant Web sites](#). This includes but is not limited to, signing master promissory notes, complete counseling, submitting Loan Consolidation applications or Income-Driven Repayment Plan requests.

In addition, during the outage period on Wednesday, March 9 through Friday, March 11, the COD School Relations Center and Student Loan Support Center will be closed and will not be available to support school or borrower inquiries.

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

- **Action Required: Annual DUNS Number Registration Renewal with System for Award Management Database (3/9/16)**

As of January 28, 2016, the G5 Web site verifies the Data Universal Numbering System (DUNS) number in the [System for Award Management \(SAM\) Web site](#) before carrying out administrative actions that involve a DUNS number, such as making an award or performing DUNS number changes or reassignments. Grantees with inactive DUNS numbers in the SAM Web site will automatically be identified by a Route Pay Flag that requires all payment drawdown requests to be routed to the program office for approval until the SAM Web site registration is Active.

All schools must complete the registration confirmation of their DUNS number *annually*.

To complete the annual confirmation, a school should go to the SAM Web site and search for each DUNS number associated with programs for which the school expects to receive funds from the Department of Education (the Department). The URL for the SAM Web site is <https://www.sam.gov>.

For more information about the annual DUNS number registration renewal, refer to the [March 8, 2016 Electronic Announcement](#) that is posted on the IFAP Web site.

- **Retirement of the Direct Loan Web Site (3/4/16)**

Effective March 15, 2016, Federal Student Aid will retire the Direct Loan Web site ([www.direct.ed.gov](http://www.direct.ed.gov)). Much of the material on the Direct Loan Web site is found on other Federal Student Aid Web sites, primarily the Information for Financial Aid Professionals (IFAP), [StudentLoans.gov](http://StudentLoans.gov), and [StudentAid.gov](http://StudentAid.gov) Web sites.

For a period of time, Federal Student Aid will redirect users visiting the Direct Loan Web site to other Federal Student Aid sites. Schools that have bookmarked any of the Direct Loan Web site pages or reference it in any materials should update those references at the earliest point possible.

For additional information, refer to a [March 2, 2016 Electronic Announcement](#) posted to the IFAP Web site.

- **First Pell Grant Administrative Cost Allowance Payments for 2015-2016 Award Year (3/2/16)**

Federal Student Aid began processing the first Pell Grant Administrative Cost Allowance (ACA) payments for the 2015-2016 Award Year on February 29, 2016.

As explained in a [January 27, 2016 Electronic Announcement](#), beginning with this payment, 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, P063Q15#####. Once posted, ***a school will sign in to the G5 Web site and process a drawdown transaction in G5 to receive the funds.***

For complete information about these ACA payments, refer to the [March 2, 2016 Electronic Announcement](#) that is posted on the Information for Financial Aid Professionals (IFAP) Web site.

- **Operational Implementation Guidance – Implementation of 2016-2017 Federal Pell Grant Payment and Disbursement Schedules (3/2/16)**

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 schools with the payment and disbursement schedules for determining Federal Pell Grant (Pell Grant) awards for the 2016-2017 Award Year. These schedules must be used for all 2016-2017 Pell Grant award calculations.

Federal Student Aid has begun the work needed to modify its systems, Web and software products, technical documents, training materials, and publications to reflect the 2016-2017 Pell Grant payment and disbursement schedules. In [a March 1, 2016 Electronic Announcement](#), Federal Student Aid provides schools with high-level information about the impact on the Central Processing System (CPS), the Common Origination and Disbursement (COD) System, and the EDEXpress for Windows software and the anticipated completion dates for the system modifications.

For complete information about the Federal Pell Grant payment and disbursement schedules, refer to [the March 1, 2016 Electronic Announcement](#) posted on the IFAP Web site.

- **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.

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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 (3/11/16)

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.](#)