



# COD Processing Update

March 25, 2011

## NEWS/UPDATES

- **Title IV Refunds Sent Since March 14, 2011 Delayed in G5 (03/25/11)**

The Department of Education (the Department) has determined that some refunds have not processed in G5 and, in turn, are not reflecting in the COD System. Due to a technical issue, G5 is delayed in processing some refunds returned to the Department since March 14, 2011.

The Department anticipates implementing a fix to resolve the issue on Monday, March 28, 2011. Once the issue is resolved and G5 processing is completed, the refund transactions will reflect in the COD System within 24-48 hours.

The Department apologizes for the inconvenience this issue may have caused schools and appreciates your patience as it works to resolve the issue. Further information about this issue will continue to be posted in the COD Processing Update as it becomes available.

- **Action Required: Annual DUNS Number and TIN Registration Renewal with Central Contractor Registration Database /24/11)**

The Department of Education first notified schools in a [January 4, 2010 letter](#) that *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.*

In a [March 23, 2011 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), the Department of Education reminds schools about the annual requirement to register/renew their DUNS and TIN number with the Central Contractor Registration (CCR) database.

For complete information about the annual renewal requirements, refer to [the March 23, 2011 Electronic Announcement](#)

- **2008-2009 ACG CFL Reduction to G5 Net Drawdown On March 22, 2011 (03/23/11)**

On March 22, 2011, Federal Student Aid reduced the Academic Competitiveness Grant (ACG) 2008-2009 Award Year Current Funding Level (CFL) to equal the Net Drawdown amount reflected in the COD System and in G5. This action applies to schools that had a CFL greater than their G5 Net Drawdown. As noted in the warning message that we sent to affected schools on March 8, 2011, this action was taken because disbursements and disbursement adjustments for the 2008-2009 Award Year should have already been submitted to the COD System for processing. This reduction affected approximately 150 schools.

A school affected by the March 22, 2011 CFL reduction to G5 Net Drawdown will be impacted as follows:

- Receive a text message (AGTX09OP Message Class) in the school's Student Aid Internet Gateway (SAIG) mailbox notifying the school of the reduction.
- Receive a new Electronic Statement of Account (ESOA) that reflects the reduction.
- See a change in the school's CFL that reflects the reduction.
- See a change in the school's authorization in G5 that reflects the reduction.



**Note:** The amount of the reduction will equal the difference between the school's CFL and Net Drawdown amount. This means that the amount of the reduction could equal as little as \$0.01.

If you have questions about the 2008-2009 CFL reduction to G5 Net Drawdown or need to have funding reinstated, contact the COD School Relations Center.

• **Loan Servicing Information – New NSLDS ED Servicer Code for Direct Loan Servicing Center (ACS) (03/23/11)**

Federal Student Aid continuously strives to improve the servicing of William D. Ford Federal Direct Loan (Direct Loan) Program loans and Federal Family Education Loan (FFEL) Purchased Loans, more simply referred to as federally-owned loans. As part of these ongoing efforts, Federal Student Aid has implemented reporting process enhancements for Direct Loans serviced by the Direct Loan Servicing Center (ACS). To facilitate the new reporting functionality, Federal Student Aid has assigned a new National Student Loan Data System (NSLDS) ED Servicer code to the Direct Loan Servicing Center (ACS).

For complete information about the new National Student Loan Data System (NSLDS) ED Servicer code to the Direct Loan Servicing Center (ACS), refer to [the March 22, 2011 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

• **Guidance on Participation in the William D. Ford Federal Direct Loan (Direct Loan) Program (03/23/11)**

On March 22, 2011 the Department of Education published [Dear Colleague Letter GEN-11-07 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). This Dear Colleague Letter provides guidance on several issues related to school participation in the Direct Loan Program.

For complete information, refer to [Dear Colleague Letter GEN 11-07](#).

• **Additional 2010-2011 Pell Grant CFL Reduction TO NAPD On March 28, 2011 (03/22/11)**

On February 23, 2011, Federal Student Aid processed a Current Funding Level (CFL) increase to Pell Grant Advanced Funded schools for the 2010-2011 Award Year to ensure that these schools had adequate funding during the recent G5 Phase 3 implementation and shutdown. All financial processing has now returned to a normal schedule. Accordingly, Federal Student Aid will reduce the 2010-2011 Pell Grant CFL to the Net Accepted and Posted Disbursements (NAPD) for schools that have a CFL greater than their NAPD. This reduction is planned for March 28, 2011.

A school affected by the March 28, 2011 Pell Grant CFL reduction to NAPD will be impacted as follows:

- Receive a text message (PGTX11OP Message Class) in the school's Student Aid Internet Gateway (SAIG) mailbox notifying the school of the reduction.
- Receive a new Electronic Statement of Account (ESOA) (PGAS11OP Message Class) that reflects the reduction.
- See a change in the school's Pell Grant CFL that reflects the reduction.

If you have any questions regarding this additional 2010-2011 Pell Grant CFL reduction to NAPD, contact the COD School Relations Center.



## CURRENT ISSUES

### DIRECT LOANS

#### Direct Loan Master Promissory Note Acknowledgment Issue (03/4/11)

Federal Student Aid has determined that some schools are receiving Direct Loan Master Promissory Note (MPN) Acknowledgements incorrectly or receiving MPN acknowledgements with missing information. In these cases, the MPN acknowledgements are sent because a change tag for any of a borrower's key identifiers (last name, date of birth, or Social Security Number) is submitted along with a change to a Direct PLUS Loan award. The issue occurs even when the value in the change tag is the same value currently on the COD System.

If a school submits an identifier change tag with a change to a Direct PLUS Loan award, one of the following two scenarios results in a new MPN acknowledgement:

1. If the borrower has an existing Direct Subsidized Loan and Direct Unsubsidized Loan MPN on file, the COD System will send a duplicate MPN acknowledgement. The information contained in the duplicate acknowledgement is correct and matches what is currently on the COD System.
2. If the borrower has a newer unlinked Direct PLUS Loan MPN on file, the COD System will unlink the Direct PLUS Loan award from its current MPN and relink it to the newer unlinked MPN. In this scenario, a new MPN acknowledgement will be generated, but, in some cases, the Expiration Date tag is omitted from the new acknowledgement.

Federal Student Aid is currently researching a solution for this issue. Federal Student Aid will provide updates to this issue as information becomes available and will

post this new information in the COD Processing Update on the COD Web site.

Federal Student Aid apologizes for the inconvenience this issue may cause and appreciates your patience as work continues to resolve it. If you have questions about this issue, contact the COD School Relations Center.

### GRANTS

There are no Grant specific issues to report at this time.

### REMINDERS

#### COD Computer-Based Training (03/25/11)

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](mailto: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 (03/25/11)



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

**Contact Information:** If you have questions, 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](mailto:CODSupport@acs-inc.com).

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.