

COD Processing Update

March 31, 2017

NEWS/UPDATES

- **REMINDER - Annual DUNS Number Registration Renewal with System for Award Management Database (3/16/17)**

The G5 website verifies the Data Universal Numbering System (DUNS) number in the [System for Award Management \(SAM\) website](#) 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 website 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 website 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 website 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 website is <https://www.sam.gov>.

For more information about the annual DUNS number registration renewal, refer to the [March 15, 2017 Electronic Announcement](#) that is posted on the IFAP website.

- **Full COD Common Record XML Schema Validation Begins March 2017 (2/24/17)**

Federal Student Aid will begin to fully validate all Common Record files against the published [COD Common Record XML Schema](#). This means that if a school submits a Common Record batch that does not conform to the published schema format, **it will not be processed by the COD System and the school will receive COD Reject Edit 210**.

Currently, in some cases, Federal Student Aid is accepting Common Record batches that do not fully conform to the published schema format. In those cases, the batches are processed by the COD System, but we return COD Warning Edit 211 at the batch level. This warning edit provides the opportunity for a school to know that there is an XML coding issue. **Beginning in March 2017, the warning edit will no longer be returned. Instead, the Common Record batch will be rejected at the batch level with COD Reject Edit 210, and the records included in the batch will not be processed.**

COD Testing Support – COD testing is available to allow schools to send test data to the COD System prior to processing and submitting production data using the new schema version. Detailed

information about COD Testing can be found in a [November 18, 2016 Electronic Announcement](#). Additional testing documentation is found in Volume V of the COD Technical Reference.

In addition, schools can use an XML validator program to test its XML files prior to sending them to the COD System. Federal Student Aid provides step-by-step instructions for how a school can use an XML validator program with our posted [COD XML Schema files](#) on the IFAP website.

For complete information about schema validation, refer to a [February 23, 2017 Electronic Announcement](#). If you have additional questions, contact the COD School Relations Center.

- **New Street Address for Mailing Paper Master Promissory Notes and Endorser Addenda Effective March 24, 2017 (2/23/17)**

On March 24, 2017, the street address for sending *paper* Master Promissory Notes (MPNs) and Endorser Addenda to the Department of Education (the Department) via express or overnight delivery will change. There will also be a change to the P.O. Box address used for regular postal delivery.

The new address information will be as follows:

<i>Delivery Method</i>	<i>New address effective March 24, 2017...</i>	<i>Replaces old address...</i>
Express or Overnight Delivery	U.S. Department of Education 2429 Military Road, Suite 200 Niagara Falls, NY 14304	U.S. Department of Education 100 Capitol Commerce Blvd. Montgomery, AL 36117
Regular Postal Delivery	U.S. Department of Education P.O. Box 9002 Niagara Falls, NY 14302	U.S. Department of Education P. O. Box 5692 Montgomery, AL 36103-5692

For complete information regarding the address change, refer to the [February 17, 2017 Electronic Announcement](#) posted on the IFAP website.

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grants-related issues at this time.

Keep School Contact Information Current in the COD System (3/31/17)

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.](#)