

TEACH Grant Processing Function Availability

Attachment to April 2008 Electronic Announcement

The purpose of this document is to provide additional information about the availability of Teacher Education Assistance for College and Higher Education (TEACH) Grant processing functions. This document is a high-level overview of how we will implement functionality for processing TEACH Grants. This overview will be supplemented over the next several months by updates to our technical references and guides as well as numerous operational communications posted on the [IFAP Web site](#).

We cover information in the following order:

- Processing Functions Related to TEACH Grant Question Available January – May 2008
- Processing Functions for TEACH Grant Available July 2008
- Processing Functions for TEACH Grant Available September 2008
- Processing Functions for TEACH Grant Available January 2009
- Processing Functions for TEACH Grant Available March 2009

If you have questions about the TEACH Grant question on [FAFSA on the Web](#) and its related SAR/ISIR comment codes or the EDEExpress software, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806). You may also e-mail CPSSAIG@ed.gov.

If you have questions about the COD System functionality, contact the COD School Relations Center at 800/474-7268. You may also e-mail CODSupport@acs-inc.com.

Processing Functions Related to TEACH Grant Question Available January – May 2008

Ultimately, a school that is eligible to participate in the TEACH Grant Program, and chooses to do so, is responsible for verifying a student's eligibility for a TEACH Grant award before awarding and disbursing the aid. A forthcoming Dear Colleague Letter about school eligibility and participation will be posted on the [IFAP Web site](#).

Self-Identification Question

If a school desires, it can use the response to a self-identification question that we will ask of students to assist in identifying a potentially eligible student. However, a student is not required to answer this self-identification question to be eligible for a TEACH Grant award. As we informed schools in Electronic Announcements posted to the [IFAP Web site](#) on December 21, 2007, February 5, 2008, and February 11, 2008, we added the TEACH Grant question on the 2008-2009 [FAFSA on the Web](#) site.

SAR Comment Codes 281 and 282

As of February 11, 2008, comment code 281 is being added to Student Aid Report (SAR)/Institutional Student Information Record (ISIR) transactions for students who submit a new [FAFSA on the Web](#) application and answer "Yes" to the TEACH Grant question. In addition, a reprocessing of 2008-2009 ISIRs was conducted on February 15, 2008, to add the new comment code 281 and associated comment text to records for students who previously answered "Yes" to the TEACH Grant question.

TEACH Grant Processing Function Availability
Attachment to April 2008 Electronic Announcement

In our earlier communications, we also informed schools of new SAR comment code 282, indicating that the applicant has not been given the opportunity to answer the TEACH Grant question. This includes applicants who file a paper FAFSA, as well as those students for whom the application is generated by a school in [FAA Access to CPS Online](#) or through the EDE process.

We are finalizing the details related to adding comment code 282 to SAR/ISIR transactions and will implement it on May 5, 2008. We will communicate the details of this implementation in a forthcoming Electronic Announcement posted on the [IFAP Web site](#).

SAR comments 281 and 282 direct students to a new [TEACH Grant Web site](#) for information about the eligibility and academic requirements of the TEACH Grant Program. This Web site is currently available and will be updated as necessary in the future.

Processing Functions for TEACH Grant Available July 2008

Just prior to the July 1, 2008 effective date of the TEACH Grant Program, we will implement COD System functionality that will support the processing of TEACH Grants for the 2008-2009 and subsequent award years. We plan to implement this functionality during the period June 27-28, 2008. After this implementation, students and schools will be able to complete the following processing functions:

Student Processing Functions

- Complete a TEACH Grant Agreement to Serve (ATS) electronically via an ATS Web site.
- Receive a TEACH Grant Disclosure Statement once an origination record and at least one anticipated disbursement record have been accepted by the COD System.
- Access TEACH Grant information in the National Student Loan Data System (NSLDS) via the [NSLDS Student Access Web site](#).

School Processing Functions

- Submit awards and disbursements to the COD System via batch and Web.
- Receive responses from the COD System.
- Access award and disbursement data via the [COD Web site](#).
- Access funding for accepted actual disbursements via G5.
- Access TEACH Grant information in the NSLDS via the [NSLDS Professional Access Web site](#).

TEACH Grant Processing Function Availability
Attachment to April 2008 Electronic Announcement

Note to EDEExpress Users: Shortly after the June 28, 2008 COD System implementation, we will post an updated version of the EDEExpress software that supports TEACH Grant origination and disbursement processing functions. The updated EDEExpress software will allow a school to enter, store, and export/import TEACH Grant origination, disbursement, and response information.

We will offer schools, software providers, and third party servicers the opportunity to test with the COD System. The two-phase TEACH Grant testing is scheduled to begin May 5, 2008. We will communicate the details of this testing in a forthcoming Electronic Announcement posted on the [IFAP Web site](#).

Over the next several months, we will continue to update the [2008-2009 COD Technical Reference](#) to reflect *all* TEACH Grant implementation information. We will post the technical reference updates on the [IFAP Web site](#) and announce the availability of the updates in the “COD Processing Update” and via a COD Web Message.

In the sections that follow, we provide key information related to the implementation of TEACH Grant functionality in July 2008.

Agreement to Serve Completion

A student will complete an Agreement to Serve (ATS) electronically via an ATS Web site *each year that he or she is scheduled to receive a TEACH Grant award*. The ATS will explain the service obligation that must be fulfilled, the circumstances that will result in the TEACH Grant being converted to a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program, and, if the TEACH Grant is converted to a Direct Unsubsidized Loan, the terms and conditions associated with repaying the loan.

Note: We will provide the URL for the ATS Web site in a forthcoming Electronic Announcement posted on the [IFAP Web site](#).

Each ATS will be assigned a system-generated 21-character ATS ID. The ATS ID components are as follows:

- SSN (9 characters)
- C for TEACH Grant Agreement to Serve Type (1 character)
- Award Year (2 characters; as an example, 09 for 2008-2009)
- OPE ID (first 6 characters for school entered on ATS)
- Sequence Number (3 characters)

An example of an ATS ID is xxxxxxxxC09xxxxx001.

There will be no paper version of the ATS. A student must complete the electronic ATS each year that he or she receives a TEACH Grant award. The COD System will accept actual disbursement records (Disbursement Release Indicator or DRI equals “True”) for a TEACH Grant award only after an ATS for the applicable year has been accepted by the COD System.

TEACH Grant Processing Function Availability

Attachment to April 2008 Electronic Announcement

The COD System will reject TEACH Grant actual disbursement records if an electronic ATS has not been accepted for the applicable year.

A school will be informed of a student's electronic ATS completion as follows:

- Upon completion of the electronic ATS, the COD System will send an unsolicited system-generated response to 1) the school entered by the student on the ATS and 2) all other schools with accepted TEACH Grant origination records that link to the student's ATS.

Note: A school will be able to set an option that requires COD System acceptance of an origination record from that school before a student may enter the school's information on the ATS.

- Upon acceptance of a TEACH Grant origination record, the COD System will send ATS linking information in the response to the origination record.

Award ID

Each TEACH Grant award will have a 21-character Award ID. The TEACH Grant Award ID components are as follows:

- SSN (9 characters)
- H for TEACH Grant Award Type (1 character)
- Award Year (2 characters; as an example, 09 for 2008-2009)
- OPE ID (first 6 characters for school originating award)
- Sequence Number (3 characters)

An example of a TEACH Grant Award ID is xxxxxxxxxH09xxxxxx001.

Origination and Disbursement Processing

A school will send origination and disbursement information about TEACH Grant awards using a *new* COD Common Record Extensible Markup Language (XML) block or by submitting individual records via the [COD Web site](#). Upon processing an award's origination record and disbursement records, the COD System will return the applicable response to the school.

On March 11, 2008, we posted a new version of the COD Common Record XML Schema. The new version – 3.0a – of the COD Common Record XML Schema incorporates 1) the new block for TEACH Grant awards and 2) other changes throughout the schema to comply with standards established by the Postsecondary Electronic Standards Council (PESC).

Effective June 28, 2008, all 2008-2009 Common Record documents that contain TEACH Grant origination and disbursement information must be sent by schools and will be acknowledged by the COD System using COD Common Record XML Schema Version 3.0a. For complete information about schema version 3.0a, refer to [“COD Common Record XML Schema Version 3.0a” on the IFAP Web site](#).

TEACH Grant Processing Function Availability

Attachment to April 2008 Electronic Announcement

Note: The March 11, 2008 posting of schema version 3.0a corrected and superseded an initial (February 20, 2008) posting of the new schema version. The March 11, 2008 posting is the authoritative posting of schema version 3.0a.

Upon acceptance of an origination record that includes anticipated disbursement information at a minimum, the COD System will generate a TEACH Grant Disclosure Statement for the student. Once the COD System has an accepted ATS (completed by the student via the ATS Web site), an accepted origination record, and an accepted actual disbursement record for the initial disbursement, the TEACH Grant award will be sent to the Direct Loan Servicing System (DLSS).

Ongoing student notifications, recording, and monitoring related to the TEACH Grant will occur via the DLSS. The DLSS will also send TEACH Grant award information to the National Student Loan Data System (NSLDS). Both individual award information and aggregate award information will be available in NSLDS for view by a school and the student.

Funding

There will be no Initial Authorizations for the TEACH Grant Program. A school will receive a Current Funding Level (CFL) under this program based on the accepted and posted actual disbursement records that it submits to the COD System. Actual disbursement records (DRI equals "True") can be submitted up to 7 days before the disbursement date. A new or revised authorization will be available in G5 (formerly GAPS).

After an ATS has been accepted and the COD System accepts and posts actual disbursement records, but no earlier than July 1, 2008, a school will be able to view and draw down 2008-2009 TEACH Grant funds in G5. The G5 Award Number for TEACH Grant will be P379T09xxxx.

Note: The "xxxx" in the G5 Award Number is a school's G5 award sequence number that currently exists for the Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Pell Grant (Pell Grant), and Direct Loan programs.

Reconciliation

Beginning in September 2008 (see next section), a monthly TEACH Grant School Account Statement (SAS) Report will be sent to a school's Student Aid Internet Gateway (SAIG) mailbox. The SAS Report is similar to a bank statement and includes cash and disbursement information for the school as recorded in the COD System. The school may use the monthly SAS Report to reconcile TEACH Grant records and funding.

TEACH Grant Processing Function Availability
Attachment to April 2008 Electronic Announcement

Overpayments

If a TEACH Grant overpayment occurs, the school must report the overpayment to us via the [NSLDS Professional Access Web site](#), and, because of the special nature of TEACH Grants, immediately refer the overpayment to us for collection.

- Using the online updating function for overpayments on the [NSLDS Professional Access Web site](#), the school will indicate the source for the TEACH Grant overpayment as TRF-Transfer.
- Using the revised form posted on the [IFAP Web site](#), the school will refer the overpayment to Borrower Services – Collections.

We are still determining the date when the COD System will begin editing on TEACH Grant overpayments and notify a school that an overpayment exists. Until such time, a school remains responsible for checking a student's overpayment status and will not be able to rely on the additional check by the COD System.

Note: During the interim period, the COD System will continue to edit on ACG, National SMART Grant, and Pell Grant overpayments and notify schools when such overpayments exist.

Processing Functions for TEACH Grant Available September 2008

We will implement additional COD System functionality that will support the processing of TEACH Grants for 2008-2009 and subsequent award years during the period September 26-27, 2008. After this implementation, a school will receive the following system-generated TEACH Grant reports:

- Multiple Reporting Record (MRR) (generated when concurrent enrollment occurs)
- Pending Disbursement List
- Inactive Grant Report
- SSN, Name, DOB Change Report
- School Account Statement (SAS) Report

Note to EDEExpress Users: Shortly after the September 27, 2008 COD System implementation, we will post an updated version of the EDEExpress software that supports TEACH Grant reporting functions. The updated EDEExpress software will allow a school to import available TEACH Grant reports.

Processing Functions for TEACH Grant Available January 2009

Beginning January 1, 2009, we will present the TEACH Grant question to applicants who file a paper FAFSA, as well as those students for whom the application is generated by a school in [FAA Access to CPS Online](#) or through the EDE process. We will also include TEACH Grant information on 2009-2010 SARs and ISIRs and add TEACH Grant information to NSLDS Transfer Student Monitoring.

TEACH Grant Processing Function Availability
Attachment to April 2008 Electronic Announcement

Processing Functions for TEACH Grant Available March 2009

The COD System implementation for the 2009-2010 Award Year is scheduled for March 2009. After this implementation, the following TEACH Grant report functionality will be available:

- A school will receive a system-generated ATS Discharge Report.
- A school will be able to request a Multiple Reporting Record (MRR) via the [COD Web site](#).
- A school will be able to request a Year-to-Date (YTD) Record via the [COD Web site](#) for the purpose of rebuilding a record.

In addition, TEACH Grant closeout functionality will be available.