



COD Processing Update

April 19, 2013
NEWS/UPDATES

- **G5 Electronic Refund Process Unavailable Until Monday, April 22, 2013 (04/18/13)**

The Department of Education has identified an issue with the G5 refund functionality. As a result, schools will not be able to refund cash electronically via G5 until Monday, April 22, 2013.

As a reminder, if a school needs to return Direct Loan funds via paper check to comply with cash management regulations, please refer to the [April 2, 2013 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site and use the updated transmittal sheet attached. For complete information about the unavailability of the refund functionality, refer to the [G5 Web site](#).

Note: Due to scheduled maintenance, the G5 Web site will not be available from 12:01 A.M. (ET) on Saturday, April 20, 2013 through 6:00 A.M. (ET) on Monday, April 22, 2013. Schools will not be able to draw down funds during this period.

- **Impact on COD Processing April 21, 2013 (4/16/13)**

Federal Student Aid is planning several system maintenance activities on April 21, 2013. 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. These activities will result in outages of certain COD System functionality for a period of time.

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

Extended COD System Maintenance

From 1:30 A.M. (ET) until 11:00 A.M. (ET) on Sunday, April 21, 2013—

- 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 Web site](#).
- An individual will not be able to complete any actions via the [TEACH Grant Web site](#).
- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System, the StudentLoans.gov 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.

- **2012-2013 Verification Status Code “W” Warning Message (4/9/13)**

On April 8, 2013, Federal Student Aid began processing a text message (PGTX13OP) as well as a Reconciliation Report (PGRC13OP) to schools that have one or more Federal Pell Grant (Pell Grant) student records still reported with a verification status code of “W”. The message is a warning that disbursements to all students with a verification status code of “W” will be considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on April 22, 2013.

Note Regarding Verification Deadline:

Some of the student records included in the Reconciliation Report may be for students who are still within the allowable timeframe for submitting verification documentation/completing the verification process by the deadlines specified in the “Applications, Reports, and Other Records for the 2012-2013 Award Year Notice” published in the [Federal Register](#) on February 28, 2013. The [February 28, 2013 notice](#) is also posted on the IFAP Web site.

Following the April 22, 2013 reduction, if a school needs additional time to complete verification for an individual student in accordance with the allowable timeframe in the [Federal Register](#) notice, the school may resubmit a disbursement record with a value greater than zero (\$0.00) until September 30, 2013. After September 30, 2013, the COD System will no longer accept “W” as a valid verification status code for 2012-2013 Pell Grant awards.

For complete information, refer to the Electronic Announcement that will be posted on the [IFAP Web site](#). If you have questions about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

- **Impact of Sequestration on the Title IV Student Financial Assistance Programs (4/8/13)**

On April 5, 2013 the Department of Education posted updated information about the impact of sequestration on the Title IV Student Financial Assistance Programs. For more information, please refer to the [April 5, 2013 Electronic Announcement](#).

- **COD Web Site Access Changes – User Action Required Before May 5, 2013 (4/19/13)**

As explained in a [January 25, 2013 Electronic Announcement](#) posted to the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid will soon implement a change in how authorized users access the Common Origination and Disbursement (COD) Web site. Federal Student Aid plans to implement the COD Web site access change in two phases – the first phase was completed the weekend of March 9-10, 2013. The second phase will occur in May 2013.

- ***On March 9-10, 2013*** – Federal Student Aid implemented changes to the SAIG Enrollment Web site to allow PDPAs to enroll new and existing COD Web site users for the COD Online Service and to allow those users to register for an FSA User ID and password, if they do not already have one. Full details about this phase are described in a [March 8, 2013 Electronic Announcement](#).



- **May 3-5, 2013** – In the second phase, we will change COD Web site login requirements to include entry of an authorized user’s FSA User ID and password, as well as the six-digit password generated by the user’s TFA token. All users must first be enrolled for the COD Online Service. Full details about this phase are described in an [April 18, 2013 Electronic Announcement](#).

As a reminder, all COD Web site users must be enrolled for the COD Online Service and have an FSA User ID and password to access the COD Web site beginning on May 5, 2013. All COD Web site users who have not yet enrolled for the COD Online Service or do not have a registered FSA User ID must act promptly. For complete information about COD Online Service enrollment and FSA User ID registration, see the [March 8, 2013 electronic announcement](#). After **May 5, 2013**, COD Web users who have not enrolled for the COD Online Service and do not have a registered FSA User ID will no longer be able to access the COD Web site.

IMPORTANT NOTE: Enrollment for the COD Online Service must be completed through the [Student Aid Internet Gateway \(SAIG\) Enrollment Web site](#). **This is a required step for all COD Web site users even if a user currently has access to the COD Web site.**

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grant-related issues at this time.

REMINDERS

Keep School Contact Information Current in the COD System (04/19/13)

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](#).