



COD Processing Update

April 20, 2012

NEWS/UPDATES

- **Direct Loan Actual Disbursement List Report and TEACH Pending Disbursement List Message Classes Not Available via SAIG (04/20/12)**

Federal Student Aid has determined that the COD System message classes DLAD13OP (Direct Loan Actual Disbursement List Report) and THPD13OP (TEACH Pending Disbursement List) are not available on the current message class table via the Student Aid Internet Gateway (SAIG).

Federal Student Aid plans to update the SAIG message class table with these message classes as soon as possible. In the meantime, schools can access these reports via a school's COD Reporting Newsbox.

Federal Student Aid apologizes for any inconvenience this issue may cause. If you have additional questions, contact the COD School Relations Center.

- **Additional COD System Implementation for 2012-2013 Award Year – Pell Grant LEU Information (04/18/12)**

As explained in a [April 6, 2012 Electronic Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid implemented additional COD System functionality for the 2012-2013 Award Year on April 15, 2012.

In the attachment to April 6th announcement titled "Additional COD System Processing Function Enhancements and Modifications for 2012-2013," Federal Student Aid highlighted the processing function enhancements and modifications that were implemented. The attachment as well three other attachments provided important information about an interim Pell Grant LEU Report, Pell Grant LEU E-mails to students, and a new Student Aid on the Web Pell Grant LEU Page.

If you have questions about this announcement or its attachments, contact the COD School Relations Center.

- **Two New Federal Loan Servicers Begin April 2012 (04/17/12)**

In a [September 23, 2011 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#), Federal Student Aid informed the community of the expansion of our federal loan servicer team. This expansion will occur through new federal loan servicing contracts awarded under the HCERA/SAFRA Not-For-Profit (NFP) Servicer Program solicitation. The solicitation offered NFP entities the opportunity to submit proposals individually and in teams for servicing borrower accounts on our behalf.

Federal Student Aid is pleased to announce two additional members of the federal loan servicer team. For more information about these new servicers, please see the [April 2, 2012](#) and [April 16, 2012](#) Electronic Announcements.

- **2012-2013 COD Technical Reference April 2012 Update Now Available (04/13/12)**

The [2012-2013 COD Technical Reference April Update](#) is now available on the Information for Financial Aid Professionals (IFAP) Web site. The 2012-2013 COD Technical Reference contains development information for the 2012-2013 Award Year. For a complete list of updates, refer to the "[April 2012 Change Tracking Log](#)." If you have any questions about this material, contact the COD School Relations Center.



• **TFA Information – Token Distribution and E-mails for Schools in Group 3 (04/12/12)**

In a [January 13, 2012 Electronic Announcement](#) posted on the IFAP Web site, Federal Student Aid explained that we will begin a phased distribution of tokens and token information to schools. Working with Primary Destination Point Administrators (PDPAs) and Common Origination and Disbursement (COD) Security Administrators, Federal Student Aid will distribute the tokens to one group of schools at a time. Each group will be comprised of the schools located in a particular set of states.

For complete information on token distribution for schools in Group 3, refer to [the April 12, 2012 Electronic Announcement](#) posted on the IFAP Web site.

• **2009-2010 National SMART Grant CFL Reduction To G5 Net Drawdown On April 11, 2012 (04/12/12)**

On April 11, 2012, Federal Student Aid reduced the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) 2009-2010 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 27, 2012, this action was taken because disbursements and disbursement adjustments for the 2009-2010 Award Year should have already been submitted to the COD System for processing. This reduction affected approximately 26 schools.

A school affected by the April 11, 2012 CFL reduction to G5 Net Drawdown will be impacted as follows:

- Receive a text message (SGTX10OP 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 2009-2010 CFL reduction to G5 Net Drawdown or need to have funding reinstated, contact the COD School Relations Center.

• **2011-2012 Verification Status Code "W" Warning Message (04/11/12)**

On April 9, 2012, Federal Student Aid began processing a text message (PGTX12OP) as well as a Reconciliation Report (PGRC12OP) 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 23, 2012.

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 as will be specified in a forthcoming "Notice of Deadline Dates for Receipt of Applications, Reports, and Other Records for the



2011-2012 Award Year.” This notice will be published in the [Federal Register](#) and subsequently posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

Following the April 23, 2012 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 October 1, 2012. After October 1, 2012, the COD System will no longer accept “W” as a valid verification status code for 2011-2012 Pell Grant awards.

For complete information, refer to [the April 10, 2012 Electronic Announcement 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.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan specific issues to report at this time.

GRANTS

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

REMINDERS

Impact on COD Processing April 20-21, 2012 (04/20/12)

Federal Student Aid is planning system maintenance activities on April 20-21, 2012. These activities will result in an outage 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 10:30 P.M. (ET) on Friday, April 20, 2012 until 7:00 A.M. (ET) on Saturday, April 21, 2012—

- Users will not be able to submit or retrieve data via the [COD Web site](#).

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 contact the COD School Relations Center.

Impact on COD Processing April 22, 2012 (04/17/12)

Federal Student Aid is planning several system maintenance activities on April 22, 2012. 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 22, 2012—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically or view loan correspondence via the [StudentLoans.gov Web site](#).



- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS 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.

G5 System Outage Scheduled for April 18-23, 2012 — Impact to Federal Student Aid Processing and on Funds Availability for Title IV Programs (04/02/12)

As explained in a [March 2, 2012](#) letter that was mailed and e-mailed to all grantees and payees from the Department's Office of the Chief Information Officer. There will be no change to the functionality in G5; however, the system outage associated with the G5 database upgrade will impact school users in a number of ways.

From 7:00 P.M. (ET) on Wednesday, April 18, 2012 through 6:00 A.M. (ET) on Monday, April 23, 2012, the [G5 Web site](#) will not be available. Schools will not be able to draw down funds during this period.

For complete information about the G5 System Outage, refer to [the March 30, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

COD Computer-Based Training (04/20/12)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT).

The COD CBT consists of component simulations and CBTs. 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](#).

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (04/20/12)

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 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.