



# COD Processing Update

April 22, 2011

## NEWS/UPDATES

- **Direct Loan Processing Information – Direct Loan Overview (04/22/11)**

An [Electronic Announcement](#) was released to schools from the COD School Relations Center on April 21, 2011 and is posted on the Information for Financial Aid Professionals (IFAP) Web site. This is the first in a series of announcements providing processing information for schools participating in the William D. Ford Federal Direct Loan (Direct Loan) Program.

If you would like to be added to or removed from the Direct Loan Electronic Announcement distribution list, please submit an e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com) with the subject line of "DL Electronic Announcement Distribution".

- **2010-2011 Pell Grant Deobligation Due To Verification Status "W" (04/21/11)**

On April 20, 2011, Federal Student Aid deobligated 2010-2011 Award Year Federal Pell Grant (Pell Grant) disbursements that did not have a verification status updated from "W" to a valid status of "V" or "S". As noted in the warning message that Federal Student Aid sent to affected schools on April 6, 2011, these disbursements were considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. This deobligation affected Pell Grant disbursements at approximately 376 schools.

A school affected by the deobligation will receive or see the following information:

- Receive a PGTX (PGTX11OP message class) file in the school's Student Aid Internet Gateway (SAIG) mailbox indicating the number of students and total amount of the decrease
- Receive a system-generated negative disbursement file (CRND11OP message class/ND document type)
- Receive a new Electronic Statement of Account (ESOA) that reflects the decrease unless there are other offsetting increase adjustments
- See a change in the school's Current Funding Level (CFL) that reflects the reduced disbursements

**Note:** This deobligation process will not affect a school that did not have students with a verification status of "W" just prior to April 20, 2011.

A school affected by the deobligation should carefully review the information below.

### ***Verification Completed or Not Required***

If verification has been completed as required or is not required and a school believes a student's 2010-2011 disbursement should not have been reduced to zero, the school must complete the following steps in this order:

- 1) The school must send an update to the verification status of the award, and the COD System must accept the update.



- 2) Once the verification status is updated to “V” or “S”, the school may submit the actual disbursement (Disbursement Release Indicator or DRI equals “True”) for the correct amount to the COD System for processing.

**Notes:**

- For the conditions under which each verification status code should be used, refer to [the September 28, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#)
- In the following two cases, it is acceptable for the verification status code field to be blank:
  - If the student was not selected for verification or if a selected transaction was received by the school after the student was no longer enrolled and the school has reported the verification status code as “W”, the school should change the “W” to blank (nil = “True”).
  - If the student was not selected for verification or if a selected transaction was received by the school after the student was no longer enrolled and the school has reported no verification status code to date, the school does not need to submit a verification status code and should leave the field blank (nil = “True”).
- The school can perform steps 1 and 2 above in the same submission to the COD System if reported in the same student record.

**Verification Deadline**

Some of the 2010-2011 disbursements that were reduced to zero (\$0.00) may have been 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 that will be published in the [Federal Register](#) (and subsequently posted on the [IFAP Web site](#)).

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, 2011. After September 30, 2011, the COD System will no longer accept “W” as a valid verification status code for 2010-2011 Pell Grant awards.

If you have any questions regarding the 2010-2011 Pell Grant deobligation of disbursements due to verification status “W,” contact the COD School Relations Center.

• **Important Reminder for EExpress for Windows 2011-2012, Release 2.0 Packaging and Pell Module Users (04/20/11)**

As Federal Student Aid announced in the [March 28, 2011 electronic announcement posted to the Information for Financial Aid Professionals \(IFAP\) Web site](#), EExpress for Windows 2011-2012, Release 2.0, is now available on the Federal Student Aid Download ([FSAdownload](#)) Web site. Release 2.0 adds Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education Grant (TEACH Grant), and William D. Ford Federal Direct Loan (Direct Loan) functionality for the 2011-2012 award cycle. Release 2.0 also includes functionality originally provided in Release 1.0, such as the Packaging module.



Federal Student Aid would like to take this opportunity to remind EDEXpress users that the Pell Grant payment and disbursement schedules used by the Release 2.0 Packaging and Pell modules are based on the **2010-2011** maximum Pell Grant award of \$5,550 and the maximum Pell-eligible Expected Family Contribution (EFC) of 5273.

For complete information about this important reminder for EDEXpress for Windows 2011-2012, Release 2.0, refer to [the April 19, 2011 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

For complete information, refer to the [April 7, 2011 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (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.

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## 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

### **COD System Maintenance Planned For April 29-30, 2011 (04/21/11)**

Federal Student Aid is planning to execute a COD System maintenance activity on April 29-30, 2011. Users will not be able to submit or retrieve data via the [COD Web site](#) between 10:00 P.M. (ET) on Friday, April 29, 2011 through 6:00 A.M. (ET) on Saturday, April 30, 2011.

We apologize for any inconvenience this outage may cause and appreciate your understanding and patience while we complete this important activity.

### **COD Computer-Based Training (04/22/11)**

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.

**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 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 (04/22/11)**

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 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.