

# COD Processing Update

April 28, 2017  
NEWS/UPDATES

- **Schools Must Process Drawdown In G5 To Receive Pell ACA Pymts (4/27/17)**

There are a number of schools that have not drawn down their Pell Grant Administrative Cost Allowance (ACA) payments for the 2014-2015 Award Year, the 2015-2016 Award Year, and/or the 2016-2017 Award Year.

Federal Student Aid would like to remind schools that their calculated Pell Grant ACA payment is posted in G5 as an Available Balance in the school's ACA G5 Award Number, P063Q14##### for the 2014-2015 Award Year, P063Q15##### for the 2015-2016 Award Year, and P063Q16##### for the 2016-2017 Award Year. ***A school must sign in to the G5 website and process a drawdown transaction in G5 to receive the funds.***

For more information about this change, refer to the [January 27, 2016 Electronic Announcement](#) that is posted on the IFAP website.

- **Availability of EExpress for Windows 2017-2018, Release 2.0 (4/18/17)**

Federal Student Aid is pleased to announce the posting of EExpress for Windows 2017-2018, Release 2.0, on the Department's Federal Student Aid Download ([FSAdownload](#)) website, located at <https://fsadownload.ed.gov>.

Release 2.0 adds full Federal Pell Grant (Pell Grant), William D. Ford Federal Direct Loan (Direct Loan), and Teacher Education Assistance for College and Higher Education (TEACH) Grant functionality for the 2017-2018 award cycle.

For complete information, refer to the [April 14, 2017 Electronic Announcement](#) on the IFAP website.

- **Formatting and Printing the Pell Grant School Account Statement and the Pell Grant SAS Disbursement Detail on Demand (4/13/17)**

In March 2017, Federal Student Aid implemented the Pell Grant School Account Statement (SAS) and the Pell Grant SAS Disbursement Detail on Demand. In an [April 13, 2017 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) website, we provide additional information about how schools can format and print the Pell Grant SAS and/or Pell Grant SAS

**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 email [CODSupport@ed.gov](mailto:CODSupport@ed.gov).

Disbursement Detail on Demand if the file is not able to be imported directly into the school's Financial Aid software or mainframe systems.

Instructions for formatting Comma Delimited with Headers SAS files are posted on the [April 13, 2017 Electronic Announcement](#), as well as the [Common Origination and Disbursement \(COD\) Web Site](#) and can be accessed by clicking on the "COD Resources" link located on the gray bar at the bottom of the home page. If you have questions about the Pell Grant SAS, Pell Grant SAS Disbursement Detail on Demand, or need additional assistance with using them, contact the COD School Relations Center.

- **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:

<b><i>Delivery Method</i></b>	<b><i>New address effective March 24, 2017...</i></b>	<b><i>Replaces old address...</i></b>
<b>Express or Overnight Delivery</b>	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
<b>Regular Postal Delivery</b>	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

#### **Inactive Awards Incorrectly Considered for MPN Processing Options [(4/6/17) Updated 4/25/17]**

Federal Student Aid has determined an issue in which the COD System is incorrectly evaluating inactive awards (award and disbursement amounts reduced to \$0) when considering if a loan origination record is on file. As a result, schools may receive Master Promissory Note responses (message class: CRPN) prematurely. Federal Student Aid has identified the cause of the issue and expects to fix it the weekend of July 16, 2017.

Federal Student Aid apologizes for the inconvenience this issue may cause and appreciates your patience as it works to correct the issue. For further assistance with COD System processing, schools should contact the COD School Relations Center.

### GRANTS

There are no Grants-related issues at this time.

### **Keep School Contact Information Current in the COD System (4/28/17)**

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.](#)