



COD Processing Update

June 25, 2004

Direct Loan

COD News

Record Submission Due Date for 2002-2003 Closeout (06/25/04)

As COD previously informed schools, the closeout deadline for the 2002-2003 Direct Loan Program Year is July 31, 2004. Since July 31st falls on a Saturday when records will not be processed by COD, the date and time by which your school's records must be submitted to the COD is slightly earlier.

To meet the closeout deadline, all records must be submitted to COD no later than 8:00 P.M. (ET) on Friday, July 30, 2004. (Note: As always, all submitted records subsequently must be accepted by COD in order to be included in your school's final Ending Cash Balance for 2002-2003.)

A Direct Loan Bulletin, DLB-04-18, with this information has been released to schools from the COD School Relations Center and is posted on the IFAP web site, <http://www.ifap.ed.gov/dlbulletins/DLB0418.html/>. If you would like to be added to or removed from the distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DLB Distribution List".

COD Web Site Outage For Monday, June 28, 2004 (06/24/04)

The COD web site will undergo maintenance on Monday, June 28, 2004 from 8:30 P.M. (ET) until 9:30 P.M. (ET). During this period, users will not be able to access data on the COD web site. COD apologizes for any inconvenience this may cause. If you have any questions, contact the COD School Relations Center.

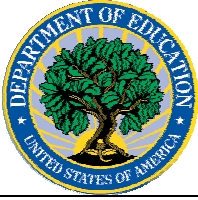
Additional Direct Loan E-MPN Web Site Outage For Monday, June 28, 2004 (06/24/04)

As a reminder, the Direct Loan E-MPN web site is unavailable every Sunday morning from 5 A.M. until 11 A.M. (ET) and every Monday morning from 12 A.M. until 7 A.M. (ET) while routine maintenance is performed. During these periods, borrowers are not be able to complete a new MPN electronically or retrieve an existing MPN that was completed electronically.

Also, due to COD web site maintenance on Monday, June 28, 2004, the Direct Loan eMPN web site will be unavailable for an additional period of time from 8:30 P.M. until 9:30 P.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this period of time. COD apologizes for any inconvenience these outages may cause. If you have any questions, contact the COD School Relations Center.

COD Holiday Schedule For Monday, July 5, 2004 (06/24/04)

The COD School Relations Center will be closed on Monday, July 5, 2004 in observance of Independence Day. The COD System will accept and process data from schools and send back acknowledgements on Monday, July 5, 2004. However, requests for changes in funding levels and for funds will not be processed until Tuesday, July 6, 2004. Further information regarding Independence Day processing and customer service hours for COD and other FSA/ED call



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centers is available in an Electronic Announcement on the IFAP web site at <http://ifap.ed.gov/eannouncements/0623July5HolClosing.html>.

Current Issues

Direct Loan Rebuild File [03/12/04 (Updated 06/23/04)]

As previously reported, COD is researching several issues related to incorrect data in the Direct Loan Rebuild file and put the production of the file on hold until the issues are resolved. Additionally, COD disabled the ability to request Direct Loan Rebuild files on the COD web site until further notice. COD apologizes for any inconvenience this may cause schools. COD is continuing to research the cause of the incorrect data in the file and will provide updates as more information becomes available.

Disbursements Not Displaying On COD Web Site And/Or SAS [12/11/03 (Updated 06/23/04)]

COD has identified two issues where accepted disbursements/adjustments are being processed in COD, but are not appearing on certain COD web site screens. The issues are as follows:

- In some instances, disbursements/adjustments are not appearing on the Disbursement List screen. However, the accepted disbursements are appearing on the Batch screen and being acknowledged correctly to schools. Also in some cases, sequence numbers for the disbursements are not appearing on the Disbursement History Information screen.

COD has determined the cause of the problem. The data was not populated in the COD database correctly when the disbursements/adjustments were processed, resulting in the disbursements not appearing on the web site. COD has identified two different code fixes and cleanups that need to take place to resolve the problem.

The first code fix has been migrated, and COD is in the process of cleaning up the affected records. COD is still testing the second code fix and will notify schools when testing has been completed. In the meantime, please be patient and do not resubmit the disbursements/adjustments for processing; these transactions have already been acknowledged back to schools.

- In some instances, disbursements/adjustments are not appearing on the Disbursement History Information screen. As a result, the disbursements/adjustments are not reflected on the school's SAS. However, the disbursements are appearing on the Batch screen and being acknowledged correctly to schools.

Currently, COD believes that this issue is affecting 2002-2003 Direct Loan records only. However, if you have other Direct Loan records or Pell Grant records affected by this issue, report the awards to the COD School Relations Center. COD is analyzing this issue and will provide updates as more information becomes available.

In the meantime, please be patient and do not resubmit the disbursements/adjustments for processing; these transactions have already been acknowledged.



COD Processing Update

Duplicate Student Borrower Report (06/18/04)

The Duplicate Student Borrower report lists student borrowers for which the COD System has accepted multiple Direct Subsidized and/or Unsubsidized Award records submitted by a school with the same or overlapping academic years. However, COD has identified some instances where the Duplicate Student Borrower report is sent listing student borrowers that never attended the school. COD is researching the cause of the inaccurate data in the report, and will provide more information as it becomes available.

Issues With Direct Loan Reports [06/08/04 (Updated 06/17/04)]

COD has identified the following issues with Direct Loan reports:

1. The Funded Disbursement List Report is sent each day to Push Cash schools via their SAIG mailboxes when an actual disbursement or adjustment (DRI=T) is submitted. However, some Push Cash schools have reported sporadically not receiving a Funded Disbursement List Report in their SAIG mailboxes and/or via the COD web site during March 2004.
2. From May 15, 2004 through June 3, 2004 the Funded Disbursement List, Pended Disbursement List, and SSN-Name-Date of Birth Change reports were not sent to some schools' SAIG mailboxes.

For both issues listed above, COD has begun sending the affected reports to the schools. Schools should begin to see these reports in their SAIG mailboxes and via the COD web site. COD is still researching the cause of this issue and will provide more information as it becomes available.

Schools Not Receiving Acknowledgements/Responses [06/15/04 (Updated 06/17/04)]

Some schools, including both Full Participants and Phase-In Participants, have reported to COD that they have not received responses/acknowledgements for batches submitted to the COD System since June 7, 2004.

The COD development team has determined the cause of this issue and is sending responses/acknowledgements as they are identified to the SAIG mailboxes of schools affected by this issue. Until a code fix is identified, a process has been established which identifies responses/acknowledgements not being sent to SAIG mailboxes due to this issue, and gets them sent. Schools that are missing a response/acknowledgement should contact the COD School Relations Center to report this information. COD will continue to monitor this issue and will provide updates as progress is made.

Direct Loan School Account Statement (SAS) Report Issues [02/03/04 (Updated 06/15/2004)]

Previously, COD notified schools of two issues that affect the SAS report. The issues are described below. Note that these issues are not affecting every school, so review your SAS carefully.

- In the past, several schools reported that disbursements were appearing multiple times on the SAS report under the same sequence number. On May 11, 2004, COD migrated a code fix that resolved this issue moving forward. Once analysis of existing issues is complete, a cleanup will be performed to correct the affected transactions.



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- In some cases, the booked date was not listed for a disbursement when the loan booked date was populated. This resulted in disbursement transactions appearing as unbooked when they are really booked.

The COD 3.0 release included a code change that corrected this issue. Subsequent analysis has shown no further instances of this issue.

COD understands that the remaining issue may impact your ability to use the SAS; however, you still need to use this report to the best of your ability for reconciliation and substantiation. If you have any questions about your SAS report or reconciliation, contact the COD School Relations Center.

2004-2005 Origination Records Rejecting For COD Edit 117[05/28/04 (Updated 06/09/04)]

COD Edit 117 (Disbursement information is incomplete or rejected. Direct Loan award is not accepted) is returned to schools when a 2004-2005 Direct Loan origination record (DRI=F) is submitted with one of the following conditions:

- The sum of the disbursement amounts is *not* equal to the Award Amount submitted;
- A school that is eligible for a single disbursement submits a single disbursement less than the award amount;
- One or more of the disbursements on the origination are rejected; or
- A school that is not eligible for a single disbursement submits a single disbursement greater than, less than, or equal to the Award Amount.

COD has discovered that some 2004-2005 origination records are hitting this edit incorrectly when the sum of the disbursements *is* equal to the award amount submitted. The COD development team is researching the cause of this issue and a permanent code fix. In the meantime, schools may resubmit their records that previously rejected incorrectly for COD Edit 117. The records will be processed and a correct acknowledgment will be returned to the school.

COD Cash Activity Screen Inaccurate [02/19/04 (Updated 06/08/04)]

Previously, COD identified an issue where the COD web site's Cash Activity screen was not always displaying every drawdown that was reflected in the GAPS Activity Report. COD notified schools that this issue was resolved on April 5, 2004. However, after further research, it was determined that this issue is not resolved for all schools. COD continues to work on resolving this issue for the remaining schools affected and will provide updates as more information becomes available.

Additionally, COD previously discovered that other cash activities, such as Refunds of Cash and Disbursement Adjustments, were not displaying on the Cash Activity screen. The COD development team is working on multiple cleanups that will allow the Refunds of Cash and Disbursement Adjustments to display on the Cash Activity screen. Updates will be provided as more information becomes available.

COD Edit 116 Not Working Correctly [01/06/04 (Updated 06/01/04)]

COD has found that COD Edit 116 (SSN, Date of Birth and/or Last Name have not been updated in the COD System) is not working properly. This edit is a warning that is returned when changes to the Student Identifier information are submitted and the reported CPS Transaction Number and Award Year combination is not greater than the combination that currently exists in COD.



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Because this edit is not working correctly schools are unable to submit new 2003-2004 originations or make online changes when previous award year information is different for a student in COD. COD is still testing the code fix for this issue and anticipates resolution by early summer 2004. Updates will be provided as more information becomes available.

Mixed Person Records In COD [03/02/04 (Updated 05/20/04)]

As you are aware, the COD System is based on the establishment of a person record and contains person records established as early as 1999-2000. COD has discovered that primarily due to inaccurate SSNs that have entered the COD System, approximately 300 records (out of approximately 14 million person records in the COD System) have mixed with other COD records. Since PLUS borrowers are not matched with CPS, the majority of the people affected by this issue are PLUS borrowers. COD has a dedicated team working to resolve the small number of records that have been mixed. COD would like to assure you that if your data has been affected by this rare problem it is not lost in the COD System and it will be corrected.

Specifically, COD has identified two scenarios related to this issue. In the first scenario, one person appears twice within the COD System, with different awards under each profile. In the second scenario, two persons have the same SSN in the COD System with mixed profiles and awards. These problems usually occur when incorrect SSNs are submitted to COD and are compounded when the incorrect SSN matches another person's correct SSN.

COD continues to work on further detailed instructions that will assist you in avoiding these scenarios and, if necessary, in correcting them. If you have any questions, please contact the COD School Relations Center.

Prior Award Year Promissory Notes Not In COD [03/23/04 (Updated 05/17/04)]

When performing system reconciliation of the COD System, the Direct Loan Imaging System, and the Direct Loan Servicing System (DLSS), COD found that approximately 4,000 promissory notes were not migrated into the COD System. COD, DLSS, and the Imaging Center are working on the cleanup to transfer the remaining notes to COD. COD anticipates the cleanup will be completed by late Summer 2004.

Loans With Pending First Disbursement Failing To Book [03/23/04 (Updated 05/17/04)]

COD has identified an issue with booking notifications. For Direct Loan awards that have a pending first disbursement, and also have an actual 2nd, 3rd, 4th, or 5th disbursement, the award is failing to book. As a result, a booked date does not appear in COD, a booking notification is not generated, and the award is not being passed on to the Direct Loan Servicing System.

COD is continuing to analyze the issue. Updates will be provided as they become available.

MPN Status Inaccurate On COD Web Site [10/30/03 (Updated 05/17/04)]

For the 2002-2003 and 2003-2004 Award Years, the COD web site is displaying an MPN Status of Active for MPNs that have expired when it should display as Inactive. Currently, COD believes this is only a display issue and does not impact data processing. Resources have focused on more critical issues. COD appreciates your patience and will provide updates as more information becomes available.

COD Issues From 2004-2005 System Implementation [03/17/04 (Updated 05/17/04)]

COD has discovered the following system issues related to the 2004-2005 system implementation that occurred the weekend of March 12-14, 2004.



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- When performing an MPN Search using only the last name, not all of the results display on the web screen. Until this issue is resolved, users are encouraged to perform an MPN search using both the first and last names.
- When performing an MPN Search, the Academic Year start and end dates display for multi-year MPNs. The Academic Year dates should display only for single-year MPNs.
- When viewing the Direct Loan Disbursement list screen, the fee field displays as a negative number instead of a positive number for records in an active status.

The COD development team is developing the code fix for these issues. COD will provide further details once more information is available.

Inactive MPN Not Viewable On COD Web Site [02/17/04 (Updated 05/14/04)]

The status of an MPN changes to Inactive when the MPN expires, the MPN is a Single-Loan MPN, or COD is notified by the Direct Loan Servicing System that a borrower is deceased. (Previously, COD also changed the MPN status to Inactive when a borrower filed for bankruptcy, but this no longer occurs, as described in Direct Loan Bulletin 04-14. See the next issue below also.)

COD has determined that when a Person Award search is performed on the COD web site the MPN is not viewable; however, it should display as Inactive. This is a COD web site display issue only, and the loans are being inactivated correctly. Because this issue is not affecting critical areas it has been given a lower priority. COD will continue to monitor this issue and will provide updates as progress is made.

Duplicate Disbursement Information In COD [05/06/04 (Updated 05/11/04)]

COD has learned that duplicate disbursement numbers are displaying incorrectly on the COD web site's Award Disbursements Information screen. On this screen under the Disbursement Number column, duplicate disbursement numbers are appearing twice. However, when viewing the Disbursement Information screen, each disbursement displays a different status (Pending or Disbursed). COD is analyzing the issue and will provide updates as they become available.

Issue With Credit Checks Submitted Via Batch [04/15/04 (Updated 05/11/04)]

COD was experiencing an issue where credit checks were not being performed as they should have been upon receipt of Direct PLUS Loan records submitted via the batch process. In these cases, the COD System was returning an accepted Response/Acknowledgement with a Pended credit status to schools.

The COD development team has determined that this error is due to an interface error between COD and the Credit Agency. The interface error has been resolved and should not occur going forward.

A cleanup plan for the affected Direct PLUS Loan records has been created. COD will continue to provide updates as progress is made. In the meantime, if your school is in immediate need of a loan that was impacted by this issue, you have the option of zeroing the loan in your school's system containing the pended credit check and then re-originating a new Direct PLUS Loan with a different sequence number in the award ID. The new loan will be processed timely, and a correct credit decision will be returned to your school.



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Changes To Award And Disbursement Amounts Not Processed Correctly [11/05/03 (Updated 05/06/04)]

COD had an issue where schools were attempting to reduce/zero an award with a pending or actual disbursement and while the award amounts were reduced the disbursements were still showing an amount in COD. This caused the pending disbursements to appear on the school's pending disbursement list. Additionally, schools may have had a reject for COD Edits 041 (Changed Award Amount is Less Than Total Disbursements) and 067 (Incorrect Disbursement Amount).

COD implemented a code fix in early January 2004 to allow award and disbursement changes to be processed correctly. However, after further research it was determined that the code fix is not working correctly. As a result, a new code change was implemented. COD is researching a cleanup plan for the affected records. COD will provide updates as they become available.

Student Name And Date Of Birth Not Updated In COD (05/03/04)

COD has identified an issue where new 2003-2004 and 2004-2005 origination records are accepted in COD, however, the student's Name and Date of Birth (DOB) updates submitted by the school are not displaying on the COD web site's Person Information screen. The COD web site is reflecting the Name and DOB from the previous award year. Additionally, in some cases, changes to Name and DOB for previously accepted origination records are not displaying on the Person Information screen as well. COD is researching the root cause of this issue, and will provide updates as they become available.

COD Web Site Response Time [03/19/04 (Updated 04/22/04)]

COD has learned that COD web site users are experiencing poor response time and receiving log errors when performing searches between the hours of approximately 11:00 AM and 2:00 PM eastern time.

COD has identified several potential causes of the issue and is in the process of evaluating the causes. COD ask users to continue to be patient. In the meantime, please continue to e-mail screen shots of any error messages received while performing a search to the COD School Relations Center at CODSupport@acs-inc.com.

Direct Loan Servicing And COD System Interface Issues (03/25/04)

COD transmits a daily file to the Direct Loan Servicing System (DLSS) updating DLSS with Direct Loan booking information. Sometimes, not all of the information is processed correctly due to systematic rejects and interface issues between the systems. When this occurs, COD reviews the rejects and processes them accordingly. Additionally, COD implements code fixes and cleanups of incorrect data when necessary.

In some cases, the processing of rejected records and the related code fixes can take several weeks to complete. COD understands that it causes confusion when data does not match between the systems and works to resolve any discrepancies as quickly as possible.



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Pell Grants

COD News

COD Web Site Outage For Monday, June 28, 2004 (06/24/04)

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COD Holiday Schedule For Monday, July 5, 2004 (06/24/04)

The COD School Relations Center will be closed on Monday, July 5, 2004 in observance of Independence Day. The COD System will accept and process data from schools and send back acknowledgements on Monday, July 5, 2004. However, requests for changes in funding levels and for funds will not be processed until Tuesday, July 6, 2004. Further information regarding Independence Day processing and customer service hours for COD and other FSA/ED call centers is available in an Electronic Announcement on the IFAP web site at <http://ifap.ed.gov/eannouncements/0623July5HolClosing.html>.

Delay In Administrative Cost Allowance For The 2003-2004 Award Year (05/26/04)

As COD previously informed schools, there is a delay in issuing the first Pell Grant Administrative Cost Allowance (ACA) payments for the 2003-2004 Award Year. As explained in the COD Processing Update item entitled "COD Financial Screens Incorrect On COD Web Site", the Total Unduplicated Recipients figure is incorrect. This issue impacts COD's ability to calculate accurate ACA payment amounts.

COD continues to work on resolving this issue. While significant progress has been made to date, there is more work that needs to be completed. As a result, COD will not be able to issue ACA payments in early June 2004 (as previously reported) but expects to do so by the end of June 2004. COD apologizes for any inconvenience this delay causes for schools and thanks schools for their patience.

Current Issues

Schools Not Receiving Acknowledgements/Responses [06/15/04 (Updated 06/17/04)]

Some schools, including both Full Participants and Phase-In Participants, have reported to COD that they have not received responses/acknowledgements for batches submitted to the COD System since June 7, 2004.

The COD development team has determined the cause of this issue and is sending responses/acknowledgements as they are identified to the SAIG mailboxes of schools affected by this issue. Until a code fix is identified, a process has been established which identifies responses/acknowledgements not being sent to SAIG mailboxes due to this issue, and gets them sent. Schools that are missing a response/acknowledgement should contact the COD School



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Relations Center to report this information. COD will continue to monitor this issue and will provide updates as progress is made.

COD Edit 116 Not Working Correctly [01/06/04 (Updated 06/01/04)]

COD has found that COD Edit 116 (SSN, Date of Birth and/or Last Name have not been updated in the COD System) is not working properly. This edit is a warning that is returned when changes to the Student Identifier information are submitted and the reported CPS Transaction Number and Award Year combination is not greater than the combination that currently exists in COD.

Because this edit is not working correctly schools are unable to submit new 2003-2004 originations or make online changes when previous award year information is different for a student in COD. COD is still testing the code fix for this issue and anticipates resolution by early summer 2004. Updates will be provided as more information becomes available.

Issue Resolving COD Edit 025 [05/05/04 (Updated 05/28/04)]

Schools have reported to COD that they are experiencing an issue when attempting to correct a record that has rejected for COD Edit 025 (Duplicate Match On CPS). Records that reject for COD Edit 025 can only be corrected on the COD web site by selecting the correct CPS match from a list on the CPS Report Selection screen. Detailed instructions for resolving this edit via the COD web site are available on IFAP at:

<http://www.ifap.ed.gov/eannouncements/0320UpdatedCODEdit025Proc.html/>.

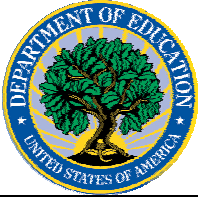
However, in some instances the COD web site is returning only one match or none at all. This may prevent schools from correcting the records in COD as described above. The COD development team has completed the first phase of correcting this problem by migrating the code fix to correct Direct Loan records. Next, the code fix will be migrated to correct Pell records. COD will provide more information on when the code fix for Pell records will be migrated as soon as it becomes available.

Mixed Person Records In COD [03/02/04 (Updated 05/20/04)]

As you are aware, the COD System is based on the establishment of a person record and contains person records established as early as 1999-2000. COD has discovered that primarily due to inaccurate SSNs that have entered the COD System, approximately 300 records (out of approximately 14 million person records in the COD System) have mixed with other COD records. Since PLUS borrowers are not matched with CPS, the majority of the people affected by this issue are PLUS borrowers. COD has a dedicated team working to resolve the small number of records that have been mixed. COD would like to assure you that if your data has been affected by this rare problem it is not lost in the COD System and it will be corrected.

Specifically, COD has identified two scenarios related to this issue. In the first scenario, one person appears twice within the COD System, with different awards under each profile. In the second scenario, two persons have the same SSN in the COD System with mixed profiles and awards. These problems usually occur when incorrect SSNs are submitted to COD and are compounded when the incorrect SSN matches another person's correct SSN.

COD continues to work on further detailed instructions that will assist you in avoiding these scenarios and, if necessary, in correcting them. If you have any questions, please contact the COD School Relations Center.



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Duplicate Disbursement Information In COD [05/06/04 (Updated 05/11/04)]

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COD Edit 115 Not Working Correctly [04/06/04 Updated (05/06/04)]

COD has identified an issue where COD Edit 115 (Student Referred to DCS but repayment schedule not established, no further disbursements can be accepted for this student for this award year) is being returned incorrectly to schools that attempt to increase/decrease an actual disbursement (DRI=True) for a student that has been referred to DCS for collection of a Pell Grant overpayment.

Additionally, the Pell Grant referral amount and payment amount collected are not being updated correctly in the Pell Collection Referral Amount and Pell Collection Amount Collected fields on the COD web site's Award Detail Information screen. The COD development team is researching the code fix for these issues, and COD will provide updates as they become available.

Disbursements Not Displaying On COD Web Site [12/11/03 (Updated 05/05/04)]

COD has identified an issue where disbursements/adjustments are being processed in COD, but are not appearing on the Disbursement List screen. However, the accepted disbursements are appearing on the Batch screen and being acknowledged correctly to schools. Also in some cases, sequence numbers for the disbursements are not appearing on the History screen.

COD has determined the cause of the problem. The data was not populated in the COD database correctly when the disbursements/adjustments were processed, resulting in the disbursements not appearing on the web site. COD has identified two different code fixes and cleanups that need to take place to resolve the problem.

The first code fix has been migrated, and COD is in the process of cleaning up the affected records. COD is still testing the second code fix and will notify schools when testing has been completed. In the meantime, please be patient and do not resubmit the disbursements/adjustments for processing; these transactions have already been acknowledged back to schools.

Student Name And Date Of Birth Not Updated In COD (05/03/04)

COD has identified an issue where new 2003-2004 and 2004-2005 origination records are accepted in COD, however, the student's Name and Date of Birth (DOB) updates submitted by the school are not displaying on the COD web site's Person Information screen. The COD web site is reflecting the Name and DOB from the previous award year. Additionally, in some cases, changes to Name and DOB for previously accepted origination records are not displaying on the Person Information screen as well. COD is researching the root cause of this issue, and COD will provide updates as they become available.



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COD Web Site Response Time [03/19/04 (Updated 04/22/04)]

COD has learned that COD web site users are experiencing poor response time and receiving log errors when performing searches between the hours of approximately 11:00 AM and 2:00 PM eastern time.

COD has identified several potential causes of the issue and is in the process of evaluating the causes. COD ask users to continue to be patient. In the meantime, please continue to e-mail screen shots of any error messages received while performing a search to the COD School Relations Center at CODSupport@acs-inc.com.

COD Financial Screens Incorrect On COD Web Site [05/05/03 (Updated 03/19/04)]

As previously reported, the COD web site financial screens are displaying incorrect information. The "Summary Financial Info" screen is not displaying correct figures in the fields of "Disbursement Amount", "Disbursement Adjustment Amount" and "Ending Cash Balance".

Additionally, COD has found the Total Unduplicated Recipients field on the "Funding Information" screen is not displaying the correct figure. Schools can refer to the "Yearly Totals" screen to view the correct figure for the Total Unduplicated Recipients.

COD is working to resolve these discrepancies. In the meantime, schools should refer to the "Funding Information Screen" for correct figures (with the exception of the Total Unduplicated Recipients). COD is asking schools to be patient regarding progress on this issue. Resources are focused on other items at this time, so progress will continue to be slow. If you have any questions regarding your funding in the meantime, please contact the COD School Relations Center.