

COD System Processing Function Enhancements and Modifications for 2012-2013
Attachment to June 2012 Electronic Announcement

This document highlights the processing function enhancements and modifications we will implement during the July 6-7, 2012 period. We cover information in the following order:

- Changes Impacting All Programs
- Changes Impacting the Direct Loan Program
- Changes Impacting the Pell Grant Program

If you have any questions about this document, 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.

Changes Impacting All Programs

The following changes will impact the COD System processing of Iraq and Afghanistan Service Grant, Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards.

School Monitoring Report Changes

Beginning July 7, 2012, the COD School Monitoring Report will no longer be sent via e-mail, but will be distributed weekly via a school's Student Aid Internet Gateway (SAIG) Mailbox in a preformatted text file (SCHMONOP). The report will also be available via a school's COD Reporting Newsbox in PDF format.

As a reminder, the COD School Monitoring Report is an important tool to help a school identify potential issues in the timely reporting of data to the Department of Education (the Department). A school should make reviewing this report a part of its weekly internal reconciliation procedures.

The COD School Monitoring Report will contain similar information to the former e-mail version and will assist schools in monitoring:

- Unsubstantiated Cash – This section shows whether a school has received cash for one or more Title IV programs, but to date, the school has not reported a sufficient number of student actual disbursements records to substantiate these amounts.
- Potential Overaward Process (POP) Situations – This section will have a new summary format that shows the total number of students by award year that are in a POP situation (for detailed Pell POP information, a school should refer to its Pell POP Report).
- 30-Day Disbursement Reporting – This section gives the number and amount of actual disbursement records that have not met the 30-day reporting requirement each week. A total amount for the award year will be added to this section.

The report will contain information for all applicable programs and award years and will only be produced if any of the reported conditions are met for the reported period.

For complete information about the School Monitoring Report, refer to Volume VI, Section 8 of the [2012-2013 COD Technical Reference](#).

Changes Impacting the Direct Loan Program

The following changes will impact COD System processing of Direct Subsidized Loan, Direct Unsubsidized Loan, and Direct PLUS Loan awards.

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Direct Loan Post Deadline/Extended Processing Request via COD Web site

Beginning July 7, 2012, we will modify the COD System to allow authorized users to request Post Deadline/Extended Processing for closed Direct Loan award years. Consistent with the Grant programs, Direct Loan users will complete this action on the COD Web site via the Request Post Deadline/Extended Processing link under the School menu. Requests will be approved on a case-by-case basis. A school will receive notification of approved or denied requests via a Reopen/Extended Processing e-mail to the Financial Aid Administrator and President.

Note: This change will also apply to the TEACH Grant Program.

Elimination of Direct Subsidized Awards for Graduate and Professional Students

Beginning July 7, 2012, we will modify the COD System to reject a Direct Subsidized Loan award when the loan period begins on or after July 1, 2012 **and** the student's grade level is 6 or 7. In these cases, the COD System will return COD Reject Edit 150 (Incorrect Student Grade Level on Direct Loan PLUS Award or Direct Loan Subsidized Award for Graduate/Professional Student).

A school must correct Direct Subsidized Loan awards for graduate and professional students that were sent and processed by the COD System prior to the July 7, 2012 implementation. Any award that cannot be corrected must be reduced to zero. To correct these awards, a school must submit one or more of the following:

- A reduction to the Award Amount and Disbursement Amounts to zero (inactivate/cancel the loan); or
- If the Financial Award Begin Date was incorrectly reported as on or after July 1, 2012, a change to the Financial Award Begin Date to a date prior to July 1, 2012; or
- If the Student Grade Level Code was incorrectly reported as 6 or 7, a change to the Student Level Code to 0, 1, 2, 3, 4, or 5.

Note: If the student grade level is decreased, this may decrease the loan amount for the award. The award amount must be reduced at the same time to avoid other system edits.

All other changes to these awards will not be accepted, and a school will receive COD Reject Edit 150 (Incorrect Student Grade Level on Direct Loan PLUS Award or Direct Loan Subsidized Award for Graduate/Professional Student).

Financial Awareness Counseling

Beginning July 7, 2012, Financial Awareness Counseling will be available on the [StudentLoans.gov Web site](http://StudentLoans.gov). For more information, refer to the separate attachment for this announcement titled "Financial Awareness Counseling."

Changes Impacting the Pell Grant Program

As noted in earlier announcements, we will make a number of system enhancements for the Pell Grant Lifetime Eligibility Used (LEU) change.

For more information about the system enhancements for the Pell Grant LEU change, refer to the [June 29, 2012 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.