



# COD Processing Update For Pell Grants

---

July 15, 2005

## *Pell Grants*

### COD News

#### **COD System Maintenance Planned For Sunday, July 17, 2005 (07/13/05)**

The COD System will undergo routine maintenance on Sunday, July 17, 2005 from 2:00 A.M. until 8:00 A.M. (ET). During this period, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

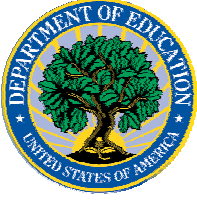
**NEW!**

#### **Unlocking And Resetting COD Web Site Passwords (07/15/05)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.



## COD Processing Update For Pell Grants

---

Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.

Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "[Click here if you are looking for more information on Common Origination and Disbursement](#)" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyserver.html>.

### **Pell Grant Year-To-Date Record [12/01/04 (Updated 07/14/05)]**

The Pell Grant Year-to-Date (YTD) record (PGYRxxOP) can be used to assist a school with its year-end and ongoing reconciliation processes. Due to a COD System issue that continues to affect the Pell Grant YTD record and that has taken longer than expected to resolve, we continue to caution schools not to use the YTD record for rebuilding a complete student record or Pell database until the issue is resolved.

The issue is as follows:

In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions **are currently not reflected in the YTD record and on the COD Web site**. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number.

*Note:* If a school encounters difficulty processing further disbursement activity through its software for a disbursement affected by this issue, the activity can be performed on the COD Web site.

### **Schools May Not Receive Acknowledgements/Responses As Quickly As Usual During Peak Processing Period (07/11/05)**

Some schools have reported to COD that they have not received acknowledgements/responses for batches submitted to the COD System as quickly as they have in the past. As a reminder, COD processes a large volume of data during this time of year, and it may take a little longer than usual to complete daily processing.



## COD Processing Update For Pell Grants

We appreciate your patience during this peak processing period and request that you wait 24 hours after sending a batch to the COD System before contacting the COD School Relations Center to report a missing acknowledgement/response. If you do not receive the acknowledgement/response within 24 hours, the COD School Relations Center will then research the situation and ensure that the acknowledgement/response is sent to your school's SAIG mailbox.

Thank you for your patience and understanding during this period.

### **2002-2003 Pell Grant CFL Reduction To GAPS Net Drawdown On July 6, 2005 (07/07/05)**

On July 6, 2005, the COD System reduced the Pell Grant 2002-2003 Award Year Current Funding Level (CFL) to equal the Net Drawdown amount found in the Grant Administration and Payment System (GAPS). This action applies to schools that had a CFL greater than their GAPS Net Drawdown. As noted in the warning message that we sent to affected schools on June 8, 2005, this action was taken because disbursements and disbursement adjustments for the 2002-2003 Award Year should have already been submitted to the COD System for processing. This reduction affected approximately 200 schools.

A school affected by the July 6, 2005 CFL reduction to GAPS Net Drawdown will—

- Receive a text message (PGTX03OP Message Class) in the school's 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; and
- See a change in the school's obligation level in GAPS that reflects the reduction.

If you have any questions regarding the 2002-2003 CFL reduction to GAPS Net Drawdown or need to have funding reinstated, contact the COD School Relations Center.

### **Reports and Data Requests**



Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference and Volume VI, Section 8 of the 2005-2006 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Pell Grant reports and/or data requests:

- Pell Year-to-Date (YTD) Records— For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of a current COD System issue affecting



# COD Processing Update For Pell Grants

the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the “Pell Grant Year-To-Date Record” item in the COD News section of this document for an explanation of the issue. [10/05/04 (Updated 02/09/05)]

## Resolved Issues

Described below are “Current Issues” that have been resolved. A full description of each issue will remain in this section for 7 calendar days following the “Updated” date. If a clean up is required, the title of the issue will then be moved to “Resolved Issues In Clean Up.”

For the full description of a resolved issue after it is removed from this section, refer to previous postings of the COD Processing Update on the IFAP Web site, [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). The COD Processing Update is posted to the IFAP Web site each Friday.

### **COD Created Erroneous Negative Awards For Some Schools Causing Inability To Import Response With A Negative Dollar Amount [02/21/05 (Updated 07/12/05)]**

COD erroneously reduced some student awards to less than \$0 and then returned responses with negative dollar amounts to the schools. As a result, the affected schools were unable to import the responses. This issue only affected funding for some Full Participants that had their Pell Grant Error Processing Option set to "Corrected". The issue occurred when the school submitted multiple disbursement adjustments for the same disbursement number within the same batch.

On June 7, 2005, the COD Development team implemented a code fix to prevent this issue going forward. Additionally, COD has worked with the affected schools, and no new occurrences of the issue have been reported to date. In the future, if a school suspects that it is experiencing this issue, it should contact the COD School Relations Center to report the affected Batch ID. COD will then clean up the affected response and resend it to the school.

## Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Pell Grant Information Not Updated In NSLDS	√	



# COD Processing Update For Pell Grants

---

## Current Issues

**COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 06/01/05)]**  
COD previously reported three situations in which records were rejecting incorrectly for COD Edit 12 (No Eligible SSN, DOB, and Last Name Combination Match Found on CPS for Student). At this time, two of the three issues are resolved, however, the following issue remains:

Some schools are receiving COD Edit 12 for students with prior year Pell Awards in the COD System who have since changed their name or require a change to their date of birth. The schools are attempting to submit updates to Pell origination records. In the reported cases, students have updated their SARs appropriately and there are valid CPS transactions on file in the COD System.

COD continues to research a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation, contact the COD School Relations Center to report the affected records.