# COD Processing Update

August 5, 2011

**NEWS/UPDATES**

- **RESOLVED – Financial Transaction Processing Issues and Impact to School Account Statement (08/05/11)**
  On August 2, 2011, processing issues caused financial transactions, including drawdown, drawdown adjustment, and refund transactions, to be duplicated and posted to the COD System in error. As a result, the Funding Information screen, the Cash Activity screen, and the Refunds of Cash screen on the COD Web site reflected inaccurate information for affected schools.

  Federal Student Aid corrected the duplicate transactions on August 3, 2011.

  These transactions will also be seen in the Direct Loan School Account Statement (SAS) and/or TEACH Grant SAS for the impacted schools.  The duplicate transactions and the reversing transactions processed in the COD System during the month of August will appear in the August month-end SAS, to be generated the weekend of September 3, 2011.  The duplicate transactions and reversals will appear in the monthly Cash Detail Section of the impacted report, but will have no net impact to the Ending Cash Balance for the month.

  Schools impacted by this issue will also receive an e-mail with this same information.

  Federal Student Aid apologizes for any inconvenience this issue may have caused. If you have additional questions, contact the COD School Relations Center.

- **Second 2010-2011 Verification Status Code "W" Warning Message (08/04/11)**
  On August 03, 2011, Federal Student Aid began processing a text message (PGTX11OP) as well as a Reconciliation Report (PGRC11OP) to schools that have one or more 2010-2011 student records still reported with a verification status code of "W".  The message is a warning that disbursements to all students with a verification status code of "W" will be considered overawards and reduced to a zero dollar amount ($0.00), even though the disbursements were previously accepted in the COD System.  The reduction of the affected disbursements is scheduled to occur on August 17, 2011.

  A school that receives the warning message should review the accompanying Reconciliation Report and submit appropriate changes to the verification status codes for affected students before August 17, 2011.

  *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
  - A school does not need to submit a verification status code and should leave the field 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.

  *Note Regarding Verification Deadline:*

  Some of the student records included in the Reconciliation Report may be for students who are still within the allowable timeframe for submitting verification documentation/completing the verification process by the deadlines specified in the "Applications, Reports, and Other Records for the 2010-2011 Award Year Notice" published in the Federal Register on June 7, 2011. The June 7, 2011 notice  is also posted on the IFAP Web site.

Following the August 17, 2011 reduction, 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 about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

- **Revised Master Promissory Note for Direct PLUS Loans Electronic Announcement Released (08/04/11)**
An Electronic Announcement was released to schools from the COD School Relations Center on August 3, 2011 and is posted on the Information for Financial Aid Professionals (IFAP) Web site. This announcement provides information regarding the availability of a revised Federal Direct PLUS Loan Application and Master Promissory Note (Direct PLUS Loan MPN). In addition, Federal Student Aid is now offering the Direct PLUS Loan MPN in Spanish. Detailed implementation guidance for schools that will *print* the revised Direct PLUS Loan MPN is attached to this announcement.

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 with the subject line of "DL Electronic Announcement Distribution".

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### CURRENT ISSUES

#### ALL PROGRAMS

**COD Web site Returning Errors When Updating Person Information (07/12/11)**

Federal Student Aid has identified an issue when schools attempt to update person information via the COD Web site. Specifically, when a user is updating person information, the Award list defaults to an award from a "closed" Award Year.

When attempting to submit the updated information, a user will receive an error message stating, "Updates are not allowed for this School and Award Year, either because the Award Year is closed and the School is not in extended processing or because FSA has confirmed closeout. If you have any questions, please contact COD Support. Please select a different Award for this person or select cancel."

To update person information a user must first select an award from the current Award Year from the Award list. Federal Student Aid is working to resolve this issue and will provide updates as more information becomes available.

We apologize for any convenience this issue may cause schools. If you have any questions contact the COD School Relations Center.

#### 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.

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*This edition will remain on the [COD Web site](#) until a new edition is posted.*
*We will notify schools via a COD Web Message when a new edition has been posted*

**REMINDERS**

**COD Computer-Based Training (08/05/11)**

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT).

The COD CBT consists of component simulations and CBTs. 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](#).

**Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (08/05/11)**

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.