



COD Processing Update

August 22, 2014

NEWS/UPDATES

- **2013-2014 Reconciliation Reports Sent to Reporting Schools (8/21/14)**

To assist schools with final reporting before the September 30, 2014 deadline, **beginning August 15, 2014** the **2013-2014 Pell Grant Reconciliation Report** was sent to the Student Aid Internet Gateway (SAIG) mailboxes of all reporting schools with at least one funded 2013-2014 Pell Grant disbursement.

Schools will receive the 2013-2014 Reconciliation Report on or shortly after the date specified above.

Key information about the 2013-2014 Reconciliation Report is as follows:

- The report includes information for all Pell Grant recipients, at all attended campuses for the reporting school.
- The report is in the standard fixed-length format as specified in Volume VI, Section 8 of the [2013-2014 COD Technical Reference](#).
- Each report is sent to the reporting school's SAIG mailbox via the appropriate program/award year message class.

Pell Grant Reconciliation Report Message Class – PGRC14OP

Note: While we have automatically sent the 2013-2014 Reconciliation Report to schools as specified above, a school can request a Pell Grant Reconciliation Report via the [COD Web site](#) or by submitting the batch data request for the appropriate program/award year message class via the SAIG. To request a report via the COD Web site, select the New Report Request link located under the Batch tab followed by the Report Requests link on the left.

More information will be provided in a forthcoming announcement posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#). For questions regarding the 2013-2014 Reconciliation Report, contact the COD School Relations Center.

- **Impact on COD Processing August 24, 2014 (8/20/14)**

Federal Student Aid is planning several system maintenance activities on August 24, 2014. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.



Extended COD System Maintenance

From 2:00 A.M. (ET) until 11:00 A.M. (ET) on Sunday, August 20, 2014—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- Users will not be able to access the COD Reports area of the [COD Web site](#).
- An individual will not be able to complete any actions or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete any actions via the [TEACH Grant Web site](#).
- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System, the StudentLoans.gov Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support and the TFA Support Center at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.

COD Holiday Schedule For September 1, 2014

The COD School Relations Center will be closed on Monday, September 1, 2014 in observance of the Labor Day federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, September 1, 2014, but schools will not be able to receive any federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, September 2, 2014.

Further information regarding Labor Day processing and customer service hours for the COD School Relations Center and other Federal Student Aid/ED call centers is posted in a [August 19, 2014 Electronic Announcement](#) on the IFAP Web site.

- **Revised Master Promissory Notes for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans (Paper Versions) (8/5/14)**

Federal Student Aid is pleased to announce the availability of a revised Master Promissory Note (MPN) for Federal Direct Stafford/Ford Loans and Federal Direct Unsubsidized Stafford/Ford Loans (Direct Subsidized/Unsubsidized Loan MPN), as well as for Federal Direct PLUS Loans (Direct PLUS Loan MPN). Detailed implementation guidance for schools that will **print and use paper versions** of the revised Direct Subsidized/Unsubsidized Loan MPN and Direct PLUS Loan MPN is provided in an [August 4, 2014 Electronic Announcement](#) posted on the IFAP Web site.



- **Second 2013-2014 Pell Grant Deobligation Due To Verification Status “W” (7/30/14)**

On July 29, 2014, Federal Student Aid deobligated 2013-2014 Award Year Federal Pell Grant (Pell Grant) disbursements that did not have a verification status updated from “W” to a valid status of “V” or “S”. As noted in the warning message that Federal Student Aid sent to affected schools on July 15, 2014, these disbursements were considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. This deobligation affected Pell Grant disbursements at approximately 142 schools.

A school affected by the deobligation will receive or see the following information:

- Receive a PGTX (PGTX14OP message class) file in the school’s Student Aid Internet Gateway (SAIG) mailbox indicating the number of students and total amount of the decrease
- Receive a system-generated negative disbursement file (CRND14OP message class/ND document type)
- Receive a new Electronic Statement of Account (ESOA) that reflects the decrease unless there are other offsetting increase adjustments
- See a change in the school's Current Funding Level (CFL) that reflects the reduced disbursements

Note: This deobligation process will not affect a school that did not have students with a verification status of “W” just prior to July 29, 2014.

A school affected by the deobligation should carefully review the information below.

Verification Completed or Not Required

If verification has been completed as required or is not required and a school believes a student’s 2013-2014 disbursement should not have been reduced to zero, the school must complete the following steps in this order:

- 1) The school must send an update to the verification status of the award, and the COD System must accept the update.
- 2) Once the verification status is updated to “V” or “S”, the school may submit the actual disbursement (Disbursement Release Indicator or DRI equals “True”) for the correct amount to the COD System for processing.

Notes:

- For the conditions under which each verification status code should be used, refer to the “Application and Verification Guide” of the [2013-2014 Federal Student Aid Handbook](#).
- In the following two cases, it is acceptable for the verification status code field to be blank:
 - 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 and the school has reported the verification status code as “W”, the school should change the “W” to 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 and the school has reported no verification status code to date, the school does not need to submit a verification status code and should leave the field blank (nil = “True”).
- The school can perform steps 1 and 2 above in the same submission to the COD System if reported in the same student record.

Verification Deadline

Some of the 2013-2014 disbursements that were reduced to zero (\$0.00) may have been for students who are still within the allowable timeframe for submitting verification documentation/completing the verification process as specified in the “Notice; 2013-2014 Deadline Dates for Reports and Other Records” published in the [Federal Register](#) on July 8, 2013. The [July 8, 2013 notice](#) is also posted on the IFAP Web site.

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, 2014. After September 30, 2014, the COD System will no longer accept “W” as a valid verification status code for 2013-2014 Pell Grant awards.

If you have any questions regarding the 2013-2014 Pell Grant deobligation of disbursements due to verification status “W,” contact the COD School Relations Center.

- **COD System Warning Edit 211 (5/20/14)**

Since the April 2014 COD System implementation, many schools may have received COD Warning Edit 211 (Failure of Full Schema Enforcement). As a reminder, this warning edit is intended to help schools and software providers identify and fix invalid XML, but still allow the data to be processed by the COD System. Eventually, Federal Student Aid will reject batches sent with invalid XML and the data will not be processed by the COD System.

Since the cause of invalid XML can vary widely, Federal Student Aid cannot provide specific XML error(s) in the response when returning Warning Edit 211. However, some examples of common errors are:

- Submitting tags out of order
- Submitting a string longer than the posted maximum length value specified by the COD XML Schema
- Submitting an integer or decimal outside of the posted value range specified by the COD XML Schema
- Neglecting to submit a required tag within a complex element (for example, <City> in the <PermanentAddress> block)
- Submitting tag names that do not match the COD XML Schema (tag names are case-sensitive)

In addition, Federal Student Aid has posted guidance about using an XML validator tool to help schools identify XML errors. This guidance is posted on the IFAP Web site in a document titled “COD XML Schema Validation Instructions.”



When using an XML validator tool, schools should keep a few things in mind:

- Use of an XML validator tool is optional and a school will need to find the right XML validator tool based on its individual circumstances. Some schools may need to work directly with their technical staff or software provider to select an XML validator tool.
- In some cases, a school can download an XML validator tool to a computer. In other cases, a school can upload files to a Web-based XML validator tool. If a school opts to use a Web-based XML validator tool and it has to upload files to run the validation, for security purposes, the school should use test data for the file upload.
- Federal Student Aid has validated the published COD XML Schema with some of the independent XML validator tools available, including XMLSpy, www.xmlvalidation.com, and XML Notepad 2007.

Finally, schools using a software vendor should consult with that vendor for additional assistance. In many cases, a school may need to ensure it is using the latest version of the chosen product.

Additional information about the COD XML Schema can be found on the IFAP Web site at <https://ifap.ed.gov/ifap/codXMLSchema.jsp>. For additional questions about COD System processing or the COD XML Schema, contact the COD School Relations Center.



CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

There are no Grant-related issues at this time.

Keep School Contact Information Current in the COD System (8/14/14)

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.](#)