



August 29, 2008

This edition of the COD Processing Update 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.

Grant Programs

ACG, National SMART Grant, Pell Grant, and TEACH Grant

COD News

COD Holiday Schedule For September 1, 2008 (8/21/08)

The COD School Relations Center will be closed on Monday, September 1, 2008 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, 2008, 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, 2008.

Further information regarding Labor Day Federal holiday processing and customer service hours for COD and other Federal Student Aid/Department call centers is posted in [a August 21, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Second 2007-2008 ACG Deobligation Due To No Corresponding Pell Grant Warning Message (08/27/08)

On August 26, 2008, Federal Student Aid began processing a message to schools that have reported 2007-2008 Academic Competitiveness Grant (ACG) actual disbursements for a student who does not have a 2007-2008 Federal Pell Grant (Pell Grant) actual disbursement recorded in the COD System. The message is a warning that these disbursements 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 September 9, 2008.

Federal Student Aid sent the August 26, 2008 warning message to schools' Student Aid Internet Gateway (SAIG) mailboxes in the message class AGTX08OP. Additionally, Federal Student Aid sent a file of student records reported to the COD System that do not have a corresponding 2007-2008 Pell Grant actual disbursement in the Reconciliation Report message class AGRC08OP. Schools that receive the warning message should review the accompanying Reconciliation Report and, if applicable, report 2007-2008 Pell Grant disbursements for affected students before September 9, 2008.

Note Regarding Exception Process for No Corresponding 2007-2008 Pell Grant Due to R2T4 Calculation:

Some of the student records included in the Reconciliation Report may be for students who do not have a corresponding Pell Grant for the 2007-2008 Award Year due to the documented full repayment of the Pell Grant as a result of a Return of Title IV Funds (R2T4) calculation. A



school can inform Federal Student Aid of the student records to which this exception applies by calling the COD School Relations Center by September 5, 2008. A customer service representative will collect the following information from the school via the phone:

- School's Name
- School's Pell ID and G5 Award Number
- Student's First and Last Names
- Student's Social Security Number (SSN)
- Student's Grade Level
- ACG Award ID
- ACG Award Amount
- ACG Award Year-to-Date Disbursement Amount

Upon notification that an R2T4 exception applies, Federal Student Aid will exclude the applicable student records from the reduction scheduled for September 9, 2008.

If you have questions about the warning message or need to report an R2T4 exception (by September 5, 2008 as explained above) contact the COD School Relations Center.

Peak Processing Reminder – Schools May Not Receive Acknowledgements/Responses As Quickly As Usual (08/27/08)

As a reminder, the COD System processes a large volume of data during this time of year, and it may take a little longer than usual to complete daily processing.

We appreciate schools' patience during this peak processing period and request that a school 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 the school does not receive the acknowledgement/response within 24 hours after sending the batch, the COD School Relations Center will research the situation and ensure that the acknowledgement/response is sent to the school's Student Aid Internet Gateway (SAIG) mailbox.

Thank you for your patience and understanding during this period.

TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (07/01/08)

The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program.



During the period June 27-28, 2008, Federal Student Aid implemented COD System functionality that supports the processing of TEACH Grant awards for the 2008-2009 and subsequent award years. This functionality included implementation of the [TEACH Grant Agreement to Serve \(ATS\) Web site](#).

For TEACH Grant guidance refer to the following postings on the [Information for Financial Aid Professionals \(IFAP\) Web site](#):

- [Final Rule published on June 23, 2008 \(73 FR 35472\)](#) in the [Federal Register](#) provides the final regulations effective July 1, 2008 for the 2008-2009 Award Year.
- [Dear Colleague Letter GEN-08-01](#) provides policy information on all of the provisions of the CCRAA, including the TEACH Grant Program.
- [Dear Colleague Letter GEN-08-07](#) provides information on institutional eligibility for the TEACH Grant Program.
- [June 19, 2008 Electronic Announcement](#) provides information on Federal Student Aid's operational implementation of TEACH Grant Program functionality.
- [June 27, 2008 Electronic Announcement](#) provides information on the student aspects of the TEACH Grant Program that will be operational for July 1, 2008. This communication includes a "TEACH Grant Agreement to Serve (ATS) Web Site User Guide" designed to assist a student in completing his or her first electronic ATS.
- [2008-2009 COD Technical Reference](#) provides technical information related to the processing of TEACH Grant awards.

Federal Student Aid will continue to inform the community of the implementation of additional TEACH Grant functionality scheduled for implementation over the next several months. Please monitor the [IFAP Web site](#) for the forthcoming communications.

Weekly Reminders



Computer-Based Training Program for COD System Web Site, COD Reports, and Electronic MPN Web site (08/29/08)

Federal Student Aid takes this opportunity to remind schools of the availability of an updated Computer-Based Training (CBT) for the [COD System Web site](#). The updated COD CBT includes enhancements that have been made to the COD System from March 2004 through April 14, 2007. Additionally, a new Direct Loan Reports CBT, a new Grant Reports CBT, and new simulations of the [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) have been developed and are available for download.

The electronic files for the CBTs and simulations, as well as instructions for downloading and using these files, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section, click on [COD Computer-Based Training](#).

The CBTs and simulations are as follows:



COD System Web Site CBT

The COD System Web site CBT simulates the COD System and functionality available to a school administrator. In the updated COD System Web site CBT, there are eight lessons with text and an open format to guide a user through each area of the COD System Web site simulation. The user can explore basic navigation and functions of the COD Web site and practice locating and creating information in a safe environment with tips for assistance.

Grant Reports CBT

The Grant Reports CBT offers three lessons that explain the COD reports a school can use to assist with the reconciliation process for Federal Pell Grant (Pell Grant), Academic Competitiveness Grant (ACG), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) awards.

Direct Loan Reports CBT

The Direct Loan Reports CBT offers three lessons that explain the COD reports a school can use to assist with the reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

EMPN Online Simulations

The EMPN Online Simulations serve as a guide for understanding the Direct Loan Electronic MPN Web site. The four simulations are as follows:

- EMPN online Grad PLUS Pnote
- EMPN online Parent PLUS
- EMPN online School Administrator
- EMPN online Subsidized-Unsubsidized

If you have any questions or comments about the CBTs and simulations, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include “CBT Question/Comment” in the subject line.