

# COD Processing Update

September 2, 2016

NEWS/UPDATES

## **COD Holiday Schedule For September 5, 2016 (8/26/16)**

The COD School Relations Center will be closed on Monday, September 5, 2016 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 5, 2016, 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 6, 2016.

**Note:** The IRS Data Retrieval Tool will be unavailable from 7:00 P.M. (ET) on Saturday, September 3, 2016 through 7:00 A.M. (ET) on Tuesday, September 6, 2016. During this period, actions can be completed on FAFSA on the Web and StudentLoans.gov. However, if an action requires entry of federal tax information, the tax information will need to be entered manually.

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 26, 2016 Electronic Announcement](#) on the IFAP Web site.

## **End of Federal Fiscal Year 2016 – Impact on Funds Availability (9/2/16)**

Friday, September 30, 2016 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including G5, will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2016. These interruptions will impact how the Common Origination and Disbursement (COD) System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- **Friday, September 30, 2016 through Saturday, October 1, 2016** – The COD System will accept Federal Pell Grant (Pell Grant), Iraq and Afghanistan Service Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 8:00 A.M. (ET) on Friday, September 30, 2016, Current Funding Level (CFL) changes (as a result of actual disbursements) and funding will not be processed until G5 re-opens.

All actual disbursements with a disbursement date from September 30, 2016 through October 1, 2016 must be received by the COD System ***no later than 8:00 A.M. (ET) on Friday, September 30, 2016***, and

subsequently accepted by the COD System, in order to generate the appropriate funding level increase prior to the G5 shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 1, 2016 will be funded once G5 re-opens.

- **9:00 P.M. (ET) on Friday, September 30, 2016 through 5:00 P.M. (ET) on Saturday, October 1, 2016** – The [G5 Web site](#) will not be available. Schools will not be able to draw down Pell Grant, Campus-Based, Iraq and Afghanistan Service Grant, TEACH Grant, or Direct Loan funds during this period. Schools will be able to draw down under their existing authorizations after 5:00 P.M. (ET) on Saturday, October 1, 2016.

### **Additional TEACH Grant Closeout Information for 2015-2016 Award Year (9/2/16)**

In a [June 2, 2016 Electronic Announcement](#), we provided Teacher Education Assistance for College and Higher Education (TEACH) Grant Closeout information for the 2015-2016 Award Year. This announcement provides additional information to supplement the previous guidance. As a reminder, to be considered successfully closed out, a school must—

- Have an Ending Cash Balance (Net Drawdowns – Total Net Booked Disbursements) of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on its TEACH Grant School Account Statement (SAS) Report.

For detailed information about TEACH Grant Closeout for the 2015-2016 Award Year, refer to the [September 1, 2016 Electronic Announcement](#) posted on the IFAP Web site.

### **Pell Grant and Iraq and Afghanistan Service Grant 2015-2016 Award Year Processing Deadline (9/2/16)**

The Federal Pell Grant (Pell Grant) Program regulations at 34 CFR 690.83(a) establishes the deadline by which a school must submit student payment data each award year. The data must be submitted to the Department of Education (the Department) by September 30<sup>th</sup> following the end of the award year in which the Pell Grant or Iraq and Afghanistan Service Grant is made.

As required by regulations, and consistent with the “Deadline Dates for Reports and Other Records for the 2015-2016 Award Year” the final deadline for electronically transmitting Pell Grant and Iraq and Afghanistan Service Grant records for the 2015-2016 Award Year to the Common Origination and Disbursement (COD) System is **Friday, September 30, 2016**. The notice was originally published in the [Federal Register](#) on March 11, 2015

In an attachment to this announcement titled “Pell Grant and Iraq and Afghanistan Service Grant 2015-2016 Award Year Processing Deadline,” we provide comprehensive information related to the Pell Grant and Iraq and Afghanistan Service Grant 2015-2016 Award Year processing deadline.

Additional information is posted in a [September 1, 2016 Electronic Announcement](#) on the IFAP Web site.

**Availability of Report Readers for Pell Grant Reconciliation File, Pell Grant Year to Date (YTD) File, and School Account Statement (SAS) Disbursement Detail on Demand File (8/31/16)**

Federal Student Aid is pleased to announce the 2016-2017 posting of three report readers for the following reports:

- Pell Grant Reconciliation File
- Pell Grant YTD File
- SAS Disbursement Detail on Demand File

The readers provide a simplified way of importing the report files into an Excel spreadsheet for school reconciliation purposes. To use the readers, a school must receive the fixed-length format of the reports

The readers, along with instructions on how to use them, are posted on the [Common Origination and Disbursement \(COD\) Web site](#) and can be accessed by clicking on the “COD Resources” link located on the gray bar at the bottom of the home page. If you have questions about the readers or need additional assistance with using them, contact the COD School Relations Center.

**RESOLVED - Direct Loan School Account Statement Disbursement Detail on Demand Requests Delayed (8/24/16)**

On August 23, 2016, Federal Student Aid identified an issue that prevented Direct Loan School Account Statement (SAS) Disbursement Detail on Demand requests from being generated and sent to schools. The issue affected any Direct Loan SAS Disbursement Detail on Demand requests made via the COD Web site since Thursday, August 18, 2016.

Federal Student Aid has resolved the issue, and all outstanding requests have been generated and sent to schools.

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

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## CURRENT ISSUES

### DIRECT LOANS

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

### GRANTS

- **Administrative Cost Allowance (ACA) Payment History Link Error (8/26/16)**

As explained in two August 26, 2016 Electronic Announcements posted on the [IFAP Web site](#), Federal Student Aid began processing Pell Grant ACA payments for schools on August 24, 2016. Federal Student Aid is aware of an issue in which users receive a “Log ID Error” when clicking on the ACA Payment History link on the COD Web site. As a result, school users cannot view the page or see the ACA payment history information.

Federal Student Aid is researching the issue and working to restore the ACA Payment History link functionality. In the meantime, Federal Student Aid has posted a temporary ACA Payment History report on a school’s “File Share & Messages” communications page of the COD Web site. The File Share will be labeled “ACA Payment History.”

Schools can access the “File Share & Messages” page by completing the following steps:

- 1) Log in to the COD Web site.
- 2) Click on the “School” tab.

3) Enter the required school identifiers and click on “Search.” This will open the “School Summary Information” page.

4) Click on the “File Share/Messages” link on the left-hand side of the page to open the “File Share & Messages” page.

Schools can also find ACA payment history information on the Electronic Statement of Account and on the G5 Web site.

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



## **Keep School Contact Information Current in the COD System (9/2/2016)**

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.](#)