

**Iraq and Afghanistan Service Grant and Pell Grant  
2011-2012 Award Year Processing Deadline**

**Attachment to September 2012 Electronic Announcement**

The purpose of this document is to provide comprehensive information related to the Iraq and Afghanistan Service Grant and Federal Pell Grant (Pell Grant) 2011-2012 Award Year processing deadline. As required by regulations, and consistent with the “Notice of Applications, Reports, and Other Records for the 2011-2012 Award Year: Student Assistance General Provisions, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Perkins Loan, Federal Pell Grant, etc.,” the deadline for electronically transmitting Iraq and Afghanistan Service Grant and Pell Grant records for the 2011-2012 Award Year to the Common Origination and Disbursement (COD) System is ***Monday, October 1, 2012***. The notice was originally published in the Federal Register on June 29, 2012.

**Note:** In other Electronic Announcements posted on September 6, 2012, we provide comprehensive information related to activities and deadlines that coincide with the October 1, 2012 deadline for 2011-2012 Iraq and Afghanistan Service Grant and Pell Grant awards. These announcements are about the end of the Federal fiscal year and the 2011-2012 TEACH Grant Closeout deadline. Schools should also refer to these announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2011-2012 origination, disbursement, and change records are submitted and accepted prior to the outages.

As noted in the other announcements, all actual disbursements with a disbursement date from September 28, 2012 through October 2, 2012 must be received by the COD System ***no later than 9:00 A.M. (ET) on Friday, September 28, 2012***, and subsequently accepted by the COD System, in order to generate the appropriate funding level increase prior to the G5 shutdown. The COD System will continue accepting 2011-2012 Iraq and Afghanistan Service Grant and Pell Grant award and disbursement data through the October 1, 2012 grant deadline. However, accepted disbursements will not result in funding increases in G5 if received after 9:00 A.M. (ET) deadline on Friday, September 28, 2012. These disbursements will be funded once G5 re-opens.

We cover information in the following order:

- Tools to Assist Schools with Reconciliation Prior to October 1, 2012 (three subsections)
- Acceptance and Rejection of 2011-2012 Award Year Data After October 1, 2012
- Requesting Administrative Relief or Extended Processing for 2011-2012 Award Year

If you have questions about this document, contact the COD School Relations Center at 800/474-7268. You may also e-mail [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com).

If you have questions about using EDEExpress to run a comparison between a YTD Record and your school’s database, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

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**Tools to Assist Schools with Reconciliation Prior to October 1, 2012**

There are two Data Requests available to schools as they complete both the year-end and ongoing reconciliation processes for Pell Grant awards. The Reconciliation Report is a student summary of processed records. The Year-to-Date (YTD) Record contains detailed origination, disbursement, and summary information at a transaction level.

Through the next three subsections, we provide information related to Reconciliation Report and YTD Record use. The subsections are as follows:

- Sending 2011-2012 Reconciliation Reports to Reporting Schools
- Using 2011-2012 Reconciliation Reports to Identify Discrepancies
- Using 2011-2012 YTD Records and COD Web site to Assist in Resolving Discrepancies

***Sending 2011-2012 Reconciliation Reports to Reporting Schools***

To assist schools with final reporting before the October 1, 2012 deadline, we will send 2011-2012 Reconciliation Reports to schools' Student Aid Internet Gateway (SAIG) mailboxes based on the following schedule:

- ***Beginning September 13, 2012***, we will send a ***2011-2012 Pell Grant Reconciliation Report*** to the SAIG mailboxes of all reporting schools with at least one funded 2011-2012 Pell Grant disbursement.

Schools will receive the 2011-2012 Reconciliation Report on or shortly after the date specified above.

Key information about the 2011-2012 Reconciliation Report that we will send to reporting schools is as follows:

- The report will include information for all Pell Grant recipients, as applicable, at all attended campuses for the reporting school.
- The report will be in the standard fixed-length format as specified in Volume VI, Section 8 of the [2011-2012 COD Technical Reference](#).
- Each report will be sent to the reporting school's SAIG mailbox via the appropriate program/award year message class.

***Pell Grant Reconciliation Report Message Class – PGRC12OP***

**Note:** While we will automatically send the 2011-2012 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. For information about how to request these reports, refer to Volume VI, Section 8 of the [2011-2012 COD Technical Reference](#).

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***Using 2011-2012 Reconciliation Reports to Identify Discrepancies***

Upon receipt, the 2011-2012 Pell Grant Reconciliation Report can be downloaded and then viewed, printed, or imported into a spreadsheet for comparison with a school's data. For example, the file can be imported into a spreadsheet program such as Microsoft Excel. Since the file is not in spreadsheet format, the spreadsheet program will automatically prompt the user to convert it by following the directions displayed. Once the file has been imported into a spreadsheet, the column widths and data formats must be reviewed and adjusted to meet the user's needs.

**Note:** The format of any dollar value data element will need to be updated to numeric with two decimal places.

***Using 2011-2012 YTD Records and COD Web site to Assist in Resolving Discrepancies***

After a school completes a comparison of its Pell Grant data with the data in the COD System, the school must resolve all discrepancies. To assist in the resolution process, a school can request a 2011-2012 Pell Grant YTD Record. A YTD Record can be requested for one student or for all recipients in a particular program at the school. The YTD Record contains detailed Pell Grant origination and disbursement data at a transaction level. This detailed information can assist in the determination of the appropriate resolution.

A school can request a 2011-2012 YTD Record via the [COD Web site](#) or by submitting the batch data request for the appropriate award year message class (Pell Grant – PGRQ12IN) to the COD System via the SAIG. The school will then receive a data request acknowledgement and the requested report in the corresponding award year message class (Pell Grant – PGYR12OP) via the SAIG.

**Note for EDEExpress Users:** To identify discrepancies, a school can use EDEExpress to run a comparison between 2011-2012 Pell Grant YTD Records and the school's Pell Grant database. For more information about using the Compare functionality, refer to the 2011-2012 Desk Reference for EDEExpress Release 2.0 under the "Software and Associated Documents" link on the [Federal Student Aid Download \(FSAdownload\) Web site](#). A school can access the desk reference by completing the following steps:

**Step 1:** Click on the EDEExpress for Windows 2011-2012 Release 4.0 link.

**Step 2:** Click on the Release 2.0 Desk Reference link near the middle of the page.

Additionally, a school can use the [COD Web site](#) to view current Pell Grant award origination and disbursement information in the COD System.

**Acceptance and Rejection of 2011-2012 Award Year Data After October 1, 2012**

After October 1, 2012, the COD System will accept and reject 2011-2012 Iraq and Afghanistan Service Grant and Pell Grant data as follows:

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***Iraq and Afghanistan Service Grant Program***

- The COD System will accept and process decreases to previously accepted 2011-2012 award originations and decreases to previously accepted 2011-2012 disbursements.
- The COD System will accept and process originations and disbursements of new 2011-2012 awards or 2011-2012 award amount increases only if the Department has granted Administrative Relief or Extended Processing for the 2011-2012 Award Year.

***Pell Grant Program***

- The COD System will accept and process decreases to previously accepted 2011-2012 award originations and decreases to previously accepted 2011-2012 disbursements.
- The COD System will accept and process originations and disbursements of new 2011-2012 awards or 2011-2012 award amount increases only if 1) the student was in a Potential Overaward Process (POP) situation during the 2011-2012 Award Year or 2) the Department has granted Administrative Relief or Extended Processing for the 2011-2012 Award Year.

***Notes:***

- 1) Unless one of the situations outlined above applies, the COD System will reject originations and disbursements of new 2011-2012 awards or 2011-2012 award amount increases and return COD Edit 43 (New Award Amount or Award Increase Received After End of Processing Year and Institution has Not Been Granted Extended Processing) or COD Edit 71 (New Disbursement Increase, or Disbursement Release Indicator to “True” Received After End of Processing Year and Institution Has Not Been Granted Administrative Relief).
- 2) In accordance with the allowable timeframe for submitting verification documentation/completing the verification process as specified in the [June 29, 2012 Federal Register notice](#), the COD System will no longer accept “W” as a valid verification status code for 2011-2012 Pell Grant awards. The COD System will return COD Reject Edit 114 (Disbursement or Disbursement Adjustment received after Verification Status W Deadline Date).

**Requesting Administrative Relief or Extended Processing for 2011-2012 Award Year**

A school will be able to request Administrative Relief and Extended Processing for the 2011-2012 Award Year via the [COD Web site](#) **beginning on Tuesday, October 2, 2012**. However, a school should not submit a request until after it has completed reconciliation of all program records as well as its research and is ready to submit the data to the COD System.

A school can request Administrative Relief or Extended Processing for the 2011-2012 Award Year as follows:

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- ***Through February 1, 2013*** – For natural disaster or other unusual circumstances, an administrative error made by the Department, or an award year assignment of a student’s Pell Grant for the 2010 crossover payment period.
- ***Through May 3, 2013*** – For a student enrolled in a clock-hour or nonterm credit-hour educational program who re-enters within 180 days after initially withdrawing and the school is reporting a disbursement within 30 days of the re-enrollment but after October 1, 2012.

If necessary, a school may also request additional extensions of an initially approved period through May 3, 2013. If granted, any additional extension period will be no more than 30 calendar days in length.

Upon request, the Department may grant Administrative Relief or Extended Processing as follows:

- ***Administrative Relief*** – If an administrative or processing error made by the Department or one of its operating partners or an event, such as a natural disaster or other unusual circumstance beyond the school’s control, prevented the school from meeting the deadline
- ***Extended Processing*** –
  - If the school may request unreported funds based upon a program review or initial audit finding in accordance with 34 CFR 690.83(d) or 34 CFR 691.83(d)
  - If the school may make a late disbursement in accordance with 34 CFR 668.164(g)

***Late Disbursement Compliance***

Late disbursement of 2011-2012 awards must comply with the late disbursement regulations. As explained in [a May 20, 2008 Electronic Announcement](#) and [a July 1, 2008 Electronic Announcement](#), final regulations that were published on November 1, 2007 amended the provisions that allow schools to make late disbursements of Federal student aid authorized under Title IV of the Higher Education Act of 1965, as amended (HEA). The two modifications to the late disbursement provisions in 34 CFR 668.164(g) are as follows:

- 1) The period for making a late disbursement is increased from 120 days to 180 days.
- 2) The provision that allows schools to request approval from the Department to make late disbursements beyond the late disbursement period is eliminated.

***COD Web Site Requests***

On or after Tuesday, October 2, 2012, a school can request Administrative Relief or Extended Processing via the [COD Web site](#). However, a school should not submit a request until after it has completed reconciliation of all program records as well as its research and is ready to submit the data to the COD System (see “Notes” below). The school must submit a separate request for each grant program for which it needs Administrative Relief or Extended Processing.

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To request Administrative Relief or Extended Processing for the Iraq and Afghanistan Service Grant or Pell Grant Program, log in to the [COD Web site](#) and complete the following steps:

**Step 1:** Go to the School Summary Information screen.

**Step 2:** Click on “Request Post Deadline/Extended Processing” located in the menu on the left side of the screen.

**Step 3:** Complete all required fields—including choosing the reason for the request from a drop-down menu and providing a detailed description of the problem.

**Note:** In accordance with the late disbursement modifications, we updated the [COD Web site’s](#) Request Post Deadline Processing screen to reflect the 180-day late disbursement period. Specifically, there is only one item related to late disbursement in the “Reason Code” drop-down menu. The item reads “Late Disb <= 180 Days”.

**Step 4:** Click on the “SUBMIT” button below the data fields.

**Notes:**

- 1) In general, the Department grants the majority of Administrative Relief and Extended Processing requests. To ensure expedient, efficient, and complete processing within the Administrative Relief or Extended Processing period after it is granted, a school should complete reconciliation of all program records as well as its research and data preparation ***before submitting the Administrative Relief or Extended Processing request via the [COD Web site](#).***
- 2) The Administrative Relief or Extended Processing period will be no more than 30 calendar days in length. If a school completes reconciliation of all program records as well as its research and data preparation before submitting its request, this is more than enough time for the school to submit its data and fully reconcile its program records.
- 3) As a reminder, a school’s data is fully reconciled when the school’s Net Accepted and Posted Disbursements (NAPD) amount for a program/award year in the COD System equals the school’s Net Drawdown amount for the program/award year in G5.

Following receipt and review of a request for Administrative Relief or Extended Processing, the Department will e-mail the requestor that the request has been approved or denied. A school’s submission of 2011-2012 data to the COD System before it has received the Department’s e-mail approving the request will result in rejection of the data.

Upon receipt of the Department’s approval, the school can submit data through its normal batch/document process or can create awards/originations and disbursements via the [COD Web site](#). The school will receive acknowledgements for 2011-2012 post-deadline processing data entered via the [COD Web site](#).