

**Pell Grant and Iraq and Afghanistan Service Grant
2012-2013 Award Year Processing Deadline**

Attachment to September 2013 Electronic Announcement

The purpose of this document is to provide comprehensive information related to the Federal Pell Grant (Pell Grant) and Iraq and Afghanistan Service Grant 2012-2013 Award Year processing deadline. As required by regulations, and consistent with the “Applications, Reports, and Other Records for the 2012-2013 Award Year Notice” the deadline for electronically transmitting Pell Grant and Iraq and Afghanistan Service Grant records for the 2012-2013 Award Year to the Common Origination and Disbursement (COD) System is ***Monday, September 30, 2013***. The notice was originally published in the Federal Register on February 28, 2013.

Although the final processing deadline for the 2012-2013 Pell Grant and Iraq and Afghanistan Service Grant awards is September 30, 2013, existing regulations for drawing/returning funds and reporting disbursements supersede this deadline. By meeting these regulatory requirements, a school should be able to fully reconcile to a zero Cash > Net Accepted and Posted Disbursements (NAPD) balance (Net Drawdowns = NAPD) shortly after making final disbursements for the award year, rather than waiting for the September 30, 2013 final processing deadline.

Note: In other Electronic Announcements posted on September 6, 2013, we provide comprehensive information related to activities and deadlines that coincide with the September 30, 2013 deadline for 2012-2013 Pell Grant and Iraq and Afghanistan Service Grant awards. These announcements are about the end of the Federal fiscal year and the 2012-2013 TEACH Grant Closeout deadline. Schools should also refer to these announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2012-2013 origination, disbursement, and change records are submitted and accepted prior to the processing deadlines.

As noted in the other announcements, all actual disbursements with a disbursement date from September 30, 2013 through October 2, 2013 must be received by the COD System ***no later than 8:00 A.M. (ET) on Monday, September 30, 2013***, 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 2012-2013 Pell Grant and Iraq and Afghanistan Service Grant award and disbursement data through the September 30, 2013 grant deadline. However, accepted disbursements will not result in funding increases in G5 if received after 8:00 A.M. (ET) deadline on Monday, September 30, 2013. These disbursements will be funded once G5 re-opens.

We cover information in the following order:

- Tools to Assist Schools with Reconciliation Prior to September 30, 2013 (three subsections)
- Acceptance and Rejection of 2012-2013 Award Year Data After September 30, 2013
- Requesting Administrative Relief or Extended Processing for 2012-2013 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@ed.gov.

If you have questions about using EDEExpress to run a comparison between an 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.

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Tools to Assist Schools with Reconciliation Prior to September 30, 2013

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. It is highly recommended that schools use either of these reports at least monthly to assist schools with their reconciliation efforts.

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

- Sending 2012-2013 Reconciliation Reports to Reporting Schools
- Using 2012-2013 Reconciliation Reports to Identify Discrepancies
- Using 2012-2013 YTD Records and COD Web site to Assist in Resolving Discrepancies

Sending 2012-2013 Reconciliation Reports to Reporting Schools

To assist schools with final reporting before the September 30, 2013 deadline, we will send 2012-2013 Reconciliation Reports to schools' Student Aid Internet Gateway (SAIG) mailboxes based on the following schedule:

- ***Beginning September 11, 2013***, we will send a ***2012-2013 Pell Grant Reconciliation Report*** to the SAIG mailboxes of all reporting schools with at least one funded 2012-2013 Pell Grant disbursement.

Schools will receive the 2012-2013 Reconciliation Report on or shortly after the date specified above.

Key information about the 2012-2013 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 [2012-2013 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 – PGRC13OP

Note: While we will automatically send the 2012-2013 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 use the New Report Request link which can be

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found under the Batch tab and then Report Requests link on the left. For information about these reports, refer to Volume VI, Section 8 of the [2012-2013 COD Technical Reference](#).

Using 2012-2013 Reconciliation Reports to Identify Discrepancies

Upon receipt, the 2012-2013 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 2012-2013 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 2012-2013 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 2012-2013 YTD Record via the [COD Web site](#) or by submitting the batch data request for the appropriate award year message class (Pell Grant – PGRQ13IN) 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 – PGYR13OP) via the SAIG.

Note for EDEExpress Users: To identify discrepancies, a school can use EDEExpress to run a comparison between 2012-2013 Pell Grant YTD Records and the school's Pell Grant database. For more information about using the Compare functionality, refer to the 2012-2013 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 2012-2013 Release 2.0 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 2012-2013 Award Year Data After September 30, 2013

After September 30, 2013, the COD System will accept and reject 2012-2013 Iraq and Afghanistan Service Grant and Pell Grant data as follows:

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Pell Grant Program

- The COD System will accept and process decreases to previously accepted 2012-2013 award originations and decreases to previously accepted 2012-2013 disbursements.
- The COD System will accept and process originations and disbursements of new 2012-2013 awards or 2012-2013 award amount increases only if 1) the student was in a Potential Overaward Process (POP) situation during the 2012-2013 Award Year or 2) the Department has granted Administrative Relief or Extended Processing for the 2012-2013 Award Year.

Notes:

- 1) Unless one of the situations outlined above applies, the COD System will reject originations and disbursements of new 2012-2013 awards or 2012-2013 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 [February 28, 2013 Federal Register notice](#), the COD System will no longer accept “W” as a valid verification status code for 2012-2013 Pell Grant awards. The COD System will return COD Reject Edit 114 (Disbursement or Disbursement Adjustment received after Verification Status W Deadline Date).

Iraq and Afghanistan Service Grant Program

- The COD System will accept and process decreases to previously accepted 2012-2013 award originations and decreases to previously accepted 2012-2013 disbursements.
- The COD System will accept and process originations and disbursements of new 2012-2013 awards or 2012-2013 award amount increases only if the Department has granted Administrative Relief or Extended Processing for the Pell Grant program for the 2012-2013 Award Year.

Requesting Administrative Relief or Extended Processing for 2012-2013 Award Year

A school will be able to request Administrative Relief and Extended Processing for the 2012-2013 Award Year via the [COD Web site](#) *beginning Tuesday, October 1, 2013*. 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 2012-2013 Award Year as follows:

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- ***Through February 1, 2014*** – 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, 2014*** – 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 15 days of the re-enrollment but after September 30, 2013.

If necessary, a school may also request additional extensions of an initially approved period through May 3, 2014. 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)

COD Web Site Requests

On or after Tuesday, October 1, 2013, 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.

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 by clicking on the School tab on the top blue bar.

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. (Do not include Personally Identifiable Information (PII) data in this field (i.e. SSNs, award identifiers, etc.).

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

Notes:

- 1) To ensure expedient, efficient, and complete processing within the Administrative Relief or Extended Processing period, 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) Once a request is made, it is reviewed on a case-by-case basis, and will be granted for authorized reasons as discussed above.
- 3) Once a request is approved, the requesting school will be notified of the authorized extended processing period either immediately via the COD Website, or via e-mail from the Department. The Administrative Relief or Extended Processing period will be no more than 30 calendar days in length (and may be less, particularly for older award years).
- 4) 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 must submit all data and fully reconcile its program records within the approved extension period.
- 5) As a reminder, a school’s data is fully reconciled when the school’s NAPD amount for a program/award year in the COD System equals the school’s Net Drawdown amount for the program/award year in COD and G5. These balances can be found on the COD Website School Funding Information screen by clicking on Funding Info link on the left under the School tab.