

COD Processing Update

September 8, 2017

NEWS/UPDATES

- **2017-2018 COD Technical Reference (August 2017 Update) Now Available (9/1/17)**

The updated [2017-2018 COD Technical Reference](#) is now available on the Information for Financial Aid Professionals (IFAP) website. The 2017-2018 COD Technical Reference contains development information for the 2017-2018 Award Year. If you have any questions about this material, contact the COD School Relations Center.

- **2016-2017 Pell Grant Reconciliation Reports to Reporting Schools (8/29/17)**

To assist schools with final reporting before the September 29, 2017 deadline, Federal Student Aid sent the 2016-2017 Reconciliation Reports to schools' Student Aid Internet Gateway (SAIG) mailboxes on August 28, 2017.

Key information about the 2016-2017 Reconciliation Report that was sent to reporting schools 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 [2016-2017 COD Technical Reference](#).
- Each report was sent to the reporting school's SAIG mailbox via the appropriate program/award year message class.

Pell Grant Reconciliation Report Message Class – PGRC17OP

Note: While we automatically sent the 2016-2017 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 found under the Batch tab and then Report Requests link on the left.

If you have additional questions regarding the Pell Grant Reconciliation Report, contact the COD School Relations Center.

- **Second Pell Grant Administrative Cost Allowance Payments for 2016-2017 Award Year [(8/25/17) Updated 8/28/17]**

Federal Student Aid began processing the second Pell Grant Administrative Cost Allowance (ACA) payments for the 2016-2017 Award Year on August 23, 2017.

A school's calculated Pell Grant ACA payment is posted in G5 as an Available Balance in the school's ACA G5 Award Number, P063Q16####. A school needs to sign in to the G5 website and process a drawdown transaction in G5 to receive the funds.

For complete information about these ACA payments, refer to the [August 24, 2017 Electronic Announcement](#) that is posted on the Information for Financial Aid Professionals (IFAP) website.

- **Third and Final Pell Grant Administrative Cost Allowance Payments for 2015-2016 Award Year [(8/25/17) Updated 8/28/17]**

Federal Student Aid began processing the third and final Pell Grant Administrative Cost Allowance (ACA) payments for the 2015-2016 Award Year on August 23, 2017.

A school's calculated Pell Grant ACA payment is posted in G5 as an Available Balance in the school's ACA G5 Award Number, P063Q15####. A school needs to sign in to the G5 website and process a drawdown transaction in G5 to receive the funds.

For complete information about these ACA payments, refer to the [August 24, 2017 Electronic Announcement](#) that is posted on the Information for Financial Aid Professionals (IFAP) website.

- **COD System Changes to School Reports to be Implemented on October 13-15, 2017 (8/11/17)**

During the period October 13-15, 2017, Federal Student Aid plans to implement COD System changes specific to school reports. The changes are being made to upgrade the COD Reporting database platform (the current platform will soon be obsolete). Federal Student Aid will also make changes to the format and delivery of some of the reports. Several reports will be retired completely. Federal Student Aid encourages schools to review the summary of changes and work with their technology support teams or software vendor to determine the impact to their systems in advance of October 15, 2017.

For more information, refer to the July 25, 2017 Electronic Announcement posted on the IFAP website.

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grants-related issues at this time.

WEEKLY REMINDERS

How To Access Information From the COD Web Site File Share (9/8/17)

As a reminder, Federal Student Aid shares student-specific information through uploaded files via the COD Web Site. We upload these files to the File Share section of the “File Share & Messages” page of the COD Web Site. Authorized school users are able to view and download the customized documents from the COD Web Site. 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.

From the File Share section of the page, an authorized COD Web Site user will see a list of uploaded files. A user will click on the “Download” icon to download the File Share document to his or her computer. **Note:** Authorized school users are able to view and download the customized documents from the COD Web Site for a limited period of time.

The COD Web Site will only display File Share documents associated with the school’s Entity ID. If there are no files uploaded for a school, the File Share list will be blank. Schools will be notified via email (or in some cases via a phone call) when a File Share document is available.

Keep School Contact Information Current in the COD System (9/8/17)

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.](#)