



## Common Origination and Disbursement COD Processing Update

### ACG, National SMART Grant, and Pell Grant Programs

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September 22, 2006

## *ACG, National SMART Grant, and Pell Grant Programs*

### COD News

#### **New Financial Operating Environment— Impact on Funds Availability for Campus-Based, ACG, National SMART Grant, and Pell Grant (EDCAPS/GAPS and COD) (08/24/06)**

The Department of Education (the Department) is transitioning to a new financial operating environment in conjunction with the year-end close out of Fiscal Year 2006. As a result, some of the Department's core financial systems, including the Grant Administration and Payment System (GAPS), will be shut down and unavailable while the Department completes the transition. This shutdown will impact how the COD System will process financial data and when schools can obtain funds for their Federal Student Aid programs as follows:

- ***Monday, September 18, 2006 through Friday, September 29, 2006***  
Financial processing between the COD System and EDCAPS/GAPS will be reduced to only once every evening (instead of the normal twice-a-day, morning/evening processing). As a result, early morning processing will be completed in the evening. Current Funding Level (CFL) changes and funding could be delayed by a day.
- ***Saturday, September 30, 2006 through Monday, October 9, 2006***  
The COD System will accept Pell Grant disbursements, but CFL changes and funding requests will not be processed by EDCAPS/GAPS until Tuesday, October 10, 2006.

***Actual disbursements must be received and accepted by the COD System no later than 10:00 A.M. (ET) on Thursday, September 28, 2006, in order for them to be included in a drawdown prior to the shutdown.*** Disbursements submitted after this time will be funded after EDCAPS/GAPS resumes processing on October 10, 2006.

#### ***Notes:***

1. A school is not yet able to submit Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) records to the COD System. However, the school is allowed to draw down and disburse ACG and National SMART Grant funds.



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*If a school will need additional ACG and/or National SMART Grant funds during the shutdown period, it must request the funding increase by 5:00 P.M. (ET) on Wednesday, September 27, 2006.* The school must submit this request per the guidelines we provided in an [Electronic Announcement posted on August 9, 2006](#).

2. A school on Heightened Cash Monitoring 2 (HCM2) or Reimbursement should notify its Payment Analyst as soon as possible of the amount of disbursements that it expects to make during the shutdown period. If, in the view of the Payment Analyst, the requested amount is reasonable, we will provide those funds to the school prior to the shutdown period and in advance of receiving the formal reimbursement requests. *To ensure that funds are available to the school when needed, the school must notify its Payment Analyst no later than Friday, September 8, 2006.*

In addition, prior to the shutdown period, we will advance to a school Federal Student Aid program funds related to pending reimbursement requests.

- **8:00 P.M. (ET) on Saturday, September 30, 2006 through 8:00 A.M. (ET) on Tuesday, October 10, 2006**  
The GAPS e-Payments system (the GAPS Web site) will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, or Pell Grant funds during this period.

*Note:* In some cases, a school will be unable to operationally comply with returning cash to the Department within the timeframes specified in the Cash Management regulations at 34 CFR 668.166. We will consider the school to be in compliance with the excess cash requirements provided that the school disburses such funds to eligible students (or parents) by the end of the shutdown period and/or promptly returns such funds to the Department when EDCAPS/GAPS resumes processing on October 10, 2006.

An Electronic Announcement with this same information is posted on the [IFAP Web site](#). Thank you for your patience and understanding as the Department completes this important activity. The Department expects financial processing to be caught up by Tuesday, October 12, 2006.



#### **Unlocking And Resetting COD Web Site Passwords (09/22/06)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:



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- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.

#### **2005-2006 Pell Grant Processing Deadline is October 2, 2006 [09/05/06 (Updated 09/07/06)]**

The deadline for electronically transmitting Pell Grant records for the 2005-2006 Award Year to the COD System is *Monday, October 2, 2006*. To meet this deadline, a school's transmissions must be completed by midnight (in the school's local time zone) on October 2, 2006.

To assist schools with final reporting before the October 2nd deadline, COD sent a Reconciliation Report for the 2005-2006 Award Year (message class PGRC06OP) to the Student Aid Internet Gateway (SAIG) mailboxes of all Pell Grant reporting schools with at least one funded 2005-2006 disbursement.



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For additional information about the deadline, refer to the Electronic Announcement available on the [IFAP Web site](#).

#### Reports And Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Pell Year-to-Date (YTD) Records— The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.
  - For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the data request via the COD Web site or batch.
  - For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]

#### Resolved Issues



**UPDATED!**

**COD Web Site Performance Problem Resolved [09/21/06(Updated 09/22/06)]**  
On September 21, 2006, COD users were experiencing intermittent problems with the COD Web site. When trying to navigate the Web site, users experienced lags in searches as well as missing links and log errors. The COD technical team has resolved this issue. We apologize for any inconvenience caused to our users