



October 3, 2008

This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

Grant Programs

ACG, National SMART Grant, Pell Grant, and TEACH Grant

COD News

NEW!

EExpress for Windows 2009-2010 Packaging Technical Reference Now Available (10/03/08)

Federal Student Aid has posted the 2009-2010 EExpress for Windows Packaging Technical Reference on the [Federal Student Aid Download \(FSAdownload\) Web site](#). The Packaging Technical Reference provides instructions and record layouts for schools and other organizations that need to integrate their software or systems with the EExpress for Windows 2009-2010 Packaging module (available January 2009).

For complete information about the EExpress for Windows 2009-2010 Packaging Technical Reference, refer to [the October 1, 2008 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have any questions regarding information contained in this document, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at CPSSAIG@ed.gov.

NEW!

Overlapping Service Outages Planned for October 11-13, 2008 (10/03/08)

During the period October 11-12, 2008, Federal Student Aid needs to execute extended maintenance activities in addition to its routine system and Web site maintenance that occurs each weekend. There will also be an impact on certain processing and funding functions on Monday, October 13, 2008, the Columbus Day Federal holiday. Federal Student Aid will post an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#), that consolidates the information about the affected systems, Web sites, and processing/funding functions into one communication. The information is presented in the Electronic Announcement and in this item in the following order:

- Unavailability of SAIG Enrollment Web Site and FAA Access to CPS Online – October 11-12, 2008
- Unavailability of COD Processing and COD, Direct Loan Electronic MPN, and TEACH Grant ATS Web Sites – October 12, 2008
- Impact on Processing and Funding Functions – October 13, 2008

Please review all of the information and evaluate impact on your school or organization during the periods when the affected systems, Web sites, and processing/funding functions will be



unavailable. Federal Student Aid appreciates your patience and understanding as it completes the required activities.

Unavailability of SAIG Enrollment Web Site and FAA Access to CPS Online – October 11-12, 2008

The [SAIG Enrollment Web site](#) and [FAA Access to CPS Online](#) will undergo maintenance from 7:00 P.M. (ET) on Saturday, October 11, 2008 until 11:00 A.M. (ET) on Sunday, October 12, 2008. During this period, users will be unable to access these Web sites.

Unavailability of COD Processing and COD, Direct Loan Electronic MPN, and TEACH Grant ATS Web Sites – October 12, 2008

The COD System will undergo maintenance from 1:30 A.M. until 9:00 A.M. (ET) on Sunday, October 12, 2008. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

COD Web Site and System

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 1:30 A.M. and 9:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Direct Loan Electronic Master Promissory Note Web Site

- An individual will not be able to complete a new MPN electronically or retrieve an existing MPN that was completed electronically via the [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) between 1:30 A.M. and 11:00 A.M. (ET).

An individual starting the process by 12:30 A.M. (ET) will be able to complete his or her MPN before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

TEACH Grant Agreement to Serve Web Site

- An individual will not be able to complete a new ATS electronically or retrieve an existing ATS via the [TEACH Grant Agreement to Serve \(ATS\) Web site](#) between 1:30 A.M. and 11:00 A.M. (ET).



An individual starting the process by 12:30 A.M. (ET) will be able to complete his or her ATS before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing ATS.

Impact on Processing and Funding Functions – October 13, 2008

On Monday, October 13, 2008, the Columbus Day Federal holiday, there will be an impact on certain processing and funding functions.

- The Central Processing System (CPS) will accept data on the holiday but will not process new Institutional Student Information Records (ISIRs) until Tuesday, October 14, 2008.
- The COD System will accept and process data from schools and send back responses/acknowledgments on the holiday, 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, October 14, 2008.

Both CPS/SAIG Technical Support and the COD School Relations Center will be open on the holiday. Complete information regarding processing and customer service hours on the holiday will be available in a “Columbus Day Federal Holiday Processing and Customer Service Hours” Electronic Announcement on the [IFAP Web site](#).

TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary [07/01/08 (Updated 10/03/08)]

The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program.

During the period June 27-28, 2008, Federal Student Aid implemented COD System functionality that supports the processing of TEACH Grant awards for the 2008-2009 and subsequent award years. This functionality included implementation of the [TEACH Grant Agreement to Serve \(ATS\) Web site](#). During the period September 26-27, 2008, Federal Student Aid implemented COD System functionality that supports TEACH Grant reporting functions.

For TEACH Grant guidance refer to the following postings on the [Information for Financial Aid Professionals \(IFAP\) Web site](#):

- [Final Rule published on June 23, 2008 \(73 FR 35472\)](#) in the [Federal Register](#) provides the final regulations effective July 1, 2008 for the 2008-2009 Award Year.
- [Dear Colleague Letter GEN-08-01](#) provides policy information on all of the provisions of the CCRAA, including the TEACH Grant Program.



- [Dear Colleague Letter GEN-08-07](#) provides information on institutional eligibility for the TEACH Grant Program.
- [June 19, 2008 Electronic Announcement](#) provides information on Federal Student Aid's operational implementation of TEACH Grant Program functionality.
- [June 27, 2008 Electronic Announcement](#) provides information on the student aspects of the TEACH Grant Program that will be operational for July 1, 2008. This communication includes a "TEACH Grant Agreement to Serve (ATS) Web Site User Guide" designed to assist a student in completing his or her first electronic ATS.
- [September 3, 2008 Electronic Announcement](#) that provides information on Federal Student Aid's implementation of system functionality that supports TEACH Grant reporting functions.
- [2008-2009 COD Technical Reference](#) provides technical information related to the processing of TEACH Grant awards.

Note: On an ongoing basis, Federal Student Aid posts updated listings of schools that are eligible to participate in the TEACH Grant Program for the 2008-2009 Award Year. These listings are posted as Electronic Announcements.

Federal Student Aid will continue to inform the community of the implementation of additional TEACH Grant functionality scheduled for implementation over the next several months. Please monitor the [IFAP Web site](#) for the forthcoming communications.

End of Federal Fiscal Year 2008 – Impact on Funds Availability [09/04/08 (Updated 10/02/08)]

As explained in a [September 3, 2008 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), September 30, 2008 marked the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including G5 (formerly GAPS), were on a modified processing schedule while the Department finalized its processing and accounting for Fiscal Year 2008.

The Department is pleased to report the successful completion of this work and the availability of G5. The Department appreciates schools' patience and understanding as it completed the required activities. All financial processing is expected to be caught up by Tuesday, October 7, 2008.

2007-2008 ACG, National SMART Grant, And Pell Grant Processing Deadline [09/04/08 (Updated 10/01/08)]

The deadline for electronically transmitting Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Federal Pell Grant (Pell Grant) records for the 2007-2008 Award Year to the COD System was **Tuesday, September 30, 2008**.

From October 1, 2008 and forward, the COD System will accept and reject 2007-2008 ACG, National SMART Grant, and Pell Grant data as follows:



ACG and National SMART Grant Programs

- Accept and process decreases to previously accepted 2007-2008 award originations and decreases to previously accepted 2007-2008 disbursements.
- Accept and process originations and disbursements of new 2007-2008 awards or 2007-2008 award amount increases only if the Department has granted Administrative Relief or Extended Processing for the 2007-2008 Award Year.

Pell Grant Program

- Accept and process decreases to previously accepted 2007-2008 award originations and decreases to previously accepted 2007-2008 disbursements.
- Accept and process originations and disbursements of new 2007-2008 awards or 2007-2008 award amount increases only if 1) the student was in a Potential Overaward Process (POP) situation during the 2007-2008 Award Year or 2) the Department has granted Administrative Relief or Extended Processing for the 2007-2008 Award Year.

Notes:

- 1) Unless one of the situations outlined above applies, the COD System will reject originations and disbursements of new 2007-2008 awards or 2007-2008 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 “Notice of Deadline Dates for Receipt of Applications, Reports, and Other Records for the 2007-2008 Award Year” published on June 9, 2008 \(73 FR 32562\)](#) in the [Federal Register](#), the COD System will no longer accept “W” as a valid verification status code for 2007-2008 Pell Grant awards. The COD System will return COD Reject Edit 114 (Disbursement or Disbursement Adjustment received after Verification Status W Deadline Date).

For information about Administrative Relief and Extended Processing for the 2007-2008 Award Year, refer to [the September 3, 2008 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Additional System Functionality For 2008-2009 Award Year Implemented (09/29/08)

Federal Student Aid is pleased to announce the implementation of additional COD System functionality during the period September 26-27, 2008. These system changes support Teacher Education Assistance for College and Higher Education (TEACH) Grant reporting functions as well as an enhancement to [COD Web site](#) password requirements. In addition to the implementation of the new functionality, Federal Student Aid performed a hardware upgrade for the COD Reports area of the [COD Web site](#) during the period September 25-28, 2008.



Federal Student Aid implemented all of the system changes and upgrades described in a [September 3, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Thank you for your understanding and patience while Federal Student Aid completed these important activities. If you have any questions about the system changes, contact the COD School Relations Center.

Report Alert: Removal of COD Reports Through September 25, 2008 from COD Reporting Newsboxes (09/24/08)

In a [September 3, 2008 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), Federal Student Aid informed schools about enhancements to the Common Origination and Disbursement (COD) System and Web site that we made during the period September 25-28, 2008. As explained in that announcement, one of the enhancements was a hardware upgrade for the COD Reports area of the [COD Web site](#).

Through our preparatory work for the COD Reports area hardware upgrade, Federal Student Aid determined that it must permanently remove the past versions of all COD reports in schools' COD Reporting Newsboxes. Specifically, all COD reports posted in a school's COD Reporting Newsbox through Thursday, September 25, 2008 *are no longer available*.

The removal of COD reports through September 25, 2008 from a school's COD Reporting Newsbox has no impact on these same reports that were sent to the school's Student Aid Internet Gateway (SAIG) mailbox. In addition, data requests, which are always sent to the school's SAIG mailbox, are not impacted.

For complete information about the COD reports affected by this change, please review the [September 23, 2008 Electronic Announcement posted on the IFAP Web site](#).

Peak Processing Reminder – Schools May Not Receive Acknowledgements/Responses As Quickly As Usual (08/27/08)

As a reminder, the COD System processes a large volume of data during this time of year, and it may take a little longer than usual to complete daily processing.

We appreciate schools' patience during this peak processing period and request that a school wait 24 hours after sending a batch to the COD System before contacting the COD School Relations Center to report a missing acknowledgement/response. If the school does not receive the acknowledgement/response within 24 hours after sending the batch, the COD School Relations Center will research the situation and ensure that the acknowledgement/response is sent to the school's Student Aid Internet Gateway (SAIG) mailbox.

Thank you for your patience and understanding during this period.

Reports and Data Requests



NOTICES

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.



Issue Alert – Incorrect Format In Two Fields On 2008-2009 MRRs And YTD Records (09/12/08)

Federal Student Aid has identified a format issue with 2008-2009 Multiple Reporting Records (MRRs) and 2008-2009 Year-to-Date (YTD) Records for the Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs that have been sent to schools' Student Aid Internet Gateway (SAIG) mailboxes since March 16, 2008. These reports may have been automatically generated by the COD System or requested by a school via the [COD Web site](#) or batch data request.

In short, a school is able to import the affected reports; however, two fields within the reports are not formatted as outlined in Volume VI, Section 8 of the [2008-2009 COD Technical Reference](#). The affected reports and fields are as follows:

<i>2008-2009 Report Sent to SAIG Mailbox</i>	<i>Field Name and Positions</i>
ACG MRR <i>Message Class: AGMR09OP</i>	Percent Eligibility Used by Scheduled Award 463-469 Total Percent Eligibility Used by Academic Year Level 470-476
National SMART Grant MRR <i>Message Class: SGMR09OP</i>	Percent Eligibility Used by Scheduled Award 463-469 Total Percent Eligibility Used by Academic Year Level 470-476
Pell Grant MRR <i>Message Class: PGMR09OP</i>	Percent Eligibility Used by Scheduled Award 442-448
ACG YTD Record (Disbursement) <i>Message Class: AGYR09OP</i>	Percent Eligibility Used by Scheduled Award 66-72 Total Percent Eligibility Used by Academic Year Level 73-79
National SMART Grant YTD Record (Disbursement) <i>Message Class: SGYR09OP</i>	Percent Eligibility Used by Scheduled Award 66-72 Total Percent Eligibility Used by Academic Year Level 73-79
Pell Grant YTD Record (Disbursement) <i>Message Class: PGYR09OP</i>	Percent Eligibility Used by Scheduled Award 66-72 Total Percent Eligibility Used 73-79



The format for all of the affected fields is 0000000. The last four digits should represent less than one percent. Instead, with 2008-2009 MRRs and YTD Records sent to schools' SAIG mailboxes, these field positions are not formatted correctly. As a result, the percentages reflected in the reports are incorrect.

Example

The Percent Eligibility Used by Scheduled Award for a student is 25.02 percent. Currently, this would be reflected in one of the affected reports as 0002502. According to the format explained above and in the [2008-2009 COD Technical Reference](#), this would indicate .2502 percent. In this case, an affected report should reflect 0250200, which indicates 25.02 percent.

Note: All Percent Eligibility Used and Total Percent Eligibility Used calculations stored in the COD System, reflected on the COD and National Student Loan Data System (NSLDS) Web sites, and provided on Institutional Student Information Records (ISIRs) are accurate.

Federal Student Aid is finalizing the implementation of the code fix that will resolve this issue and expects that it will be completed very shortly. After Federal Student Aid has resolved the issue, a school will be able to request corrected reports via the [COD Web site](#) or batch data request. Federal Student Aid will update this communication after the issue has been resolved.

Federal Student Aid apologizes for the inconvenience caused by this issue and appreciates your patience and understanding as it completes its work. If you have questions about this issue, or experience issues with any COD reports, contact the COD School Relations Center.