October 9, 2009

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.

Direct Loan Program

COD News

Impact on COD Processing October 11-12, 2009 (10/02/09)
Federal Student Aid is planning to execute a COD System maintenance activity on October 11, 2009. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity. In addition, funding requests will not be processed on October 12, 2009, the Columbus Day holiday.

An explanation of how this activity and the holiday will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

COD System Maintenance

On *Sunday, October 11, 2009*, we will perform system maintenance on the COD System. The impact to COD users is outlined below.

- Users will not be able to submit or retrieve data via the COD Web site between 6:00 A.M. and 9:00 A.M. (ET).

- 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 5:00 A.M. and 11:00 A.M. (ET).

  An individual starting the process by 4:00 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.

- 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 5:00 A.M. and 11:00 A.M. (ET).

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Columbus Day Federal Holiday

Monday, October 12, 2009 is the Columbus Day Federal holiday.

For Grant and Direct Loan Participants—

- The COD School Relations Center will be open.

- The COD System will accept and process data from schools and send back responses/acknowledgements, 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 13, 2009.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday is posted in an October 2, 2009 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site.

G5 Phase 2 Implementation October 20-26, 2009 -- Impact on Funds Availability (10/05/09)
As explained in an October 2, 2009 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site, during the period October 20-26, 2009, the Department of Education (the Department) will implement Phase 2 of G5. The functionality being implemented in Phase 2 has minimal impact to school users. However, some changes will be made to the processing of refunds using G5. Additional guidance and information about changes to refund functionality will be provided by G5 via the G5 Web site.

The service outage associated with the G5 Phase 2 implementation will impact when schools can obtain funds for the federal student aid programs and how the Common Origination and Disbursement (COD) System will process financial data.

G5 Phase 2 Implementation Outage

From 3:00 P.M. (ET) on Tuesday, October 20, 2009 through 6:00 A.M. (ET) on Monday, October 26, 2009, the G5 Web site will not be available. Schools will not be able to draw down Campus-Based, Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) funds during this period.

COD System Processing Impact

From Tuesday, October 20, 2009 through Monday, October 26, 2009, the COD System will accept ACG, National SMART Grant, Pell Grant, TEACH Grant, or Direct Loan records. However, after 2:00 P.M. (ET) on Tuesday, October 20, 2009, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until October 26, 2009.

All actual disbursements with a disbursement date from October 20, 2009 through October 26, 2009 must be received by the COD System *no later than 9:00 A.M. (ET) on Tuesday, October 20, 2009,* and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements

with a disbursement date after October 26, 2009 will be funded after G5 re-opens on October 26, 2009.

The Department appreciates your patience and understanding as it completes the required activities during the upcoming period. The Department expects financial processing to be caught up by Wednesday, October 28, 2009.

Live Internet Webinars - Direct Loan Webinar Training Suite (10/07/09)
In Dear Colleague Letter ANN-09-30 posted on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid announced a suite of instructor-led, online training sessions on the William D. Ford Federal Direct Loan (Direct Loan) Program. The webinar suite consists of six different 90-minute sessions related to key aspects of Direct Loan processing. Federal Student Aid will offer the entire webinar training suite during five different weeks in October, November, and December 2009 to provide ample opportunity for those interested in attending.

The Direct Loan webinar training suite consists of the following sessions:

- Direct Loan Processing in COD for New Participants
- Direct Loan Programmatic Primer
- Direct Loan Systems Primer
- Direct Loan Reconciliation
- Direct Loan Tools
- Direct Loan Reports

Advance registration is required for each Direct Loan webinar training suite session and will be available on a first-come, first-served basis. For complete registration information, refer to Dear Colleague Letter ANN-09-30 or click on this link:

http://ifap.ed.gov/dpcletters/attachments/092809ANN0930DLWebinarTrainingScdLinks.pdf

Federal Student Aid looks forward to your participation in these instructor-led, online training opportunities.

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.

ISSUES

Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VI, Section 8 of the 2009-2010 COD Technical Reference and Volume VI, Section 8 of the 2008-2009 COD Technical Reference posted on the IFAP Web site. There are issues with the following Direct Loan reports and/or data requests:

- Expired MPN Report—
- MPN Due to Expire Report—
- MPN Discharge Report—

Federal Student Aid has determined that schools set up to receive any of the MPN reports in the Fixed-length format are receiving the report in the Comma-delimited format instead. Federal

Student Aid is currently researching this issue to determine why this is occurring. Schools should refer to the COD Processing Update document for updates about this issue.

Federal Student Aid apologizes for any inconvenience this issue has caused and appreciates your patience and understanding as it works to resolve the issue. In the meantime, if you suspect that this situation may have affected your school or if you have additional questions, contact the COD School Relations Center. (9/04/09)

Resolved Issues

Resolved - Pnote/ATS Linking Issue [09/28/09 (Updated 10/07/09)]
Previously, Federal Student Aid discovered a linking issue where Direct PLUS Loan Master Promissory Notes (MPN) were not immediately linking to corresponding Direct PLUS Loan awards. This issue occurred even when the borrower's and/or student's SSN, DOB, and first two letters of the first name matched. *Note:* This issue also affected the linking process for 2009-2010 Agreements to Serve (ATS) and TEACH Grant awards.

Instead, the linking occurred during weekend processing or when a school submitted a subsequent change to the award or submitted an actual disbursement. As a result, "linked" MPN or ATS acknowledgements were delayed by several days and the change to the award or the actual disbursement rejected (the award change or disbursement usually accept once resubmitted).

Federal Student Aid determined the cause of this issue and expedited its correction. On Thursday, October 1, 2009, the issue was resolved. Federal Student Aid appreciates your patience and apologizes for the inconvenience this issue may have caused borrowers and schools.

Weekly Reminders

NEW!

Sending Addresses for U.S. Territories on the Common Record or the COD Web site (10/09/09)
When submitting student or borrower addresses to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory. These addresses are considered domestic addresses and should not be submitted as a foreign address with a Country Code. If these addresses are not submitted correctly, important correspondence from the COD System and the Direct Loan Servicing Center is delayed or not received.

When a student or borrower address is located in a U.S. Territory, the address should be treated as a domestic address and submitted to the COD System as follows:

Submitting Addresses for U.S. Territories via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories
3.0b *Required for 2009-2010 Award Year and forward	\<AddressLine\> \<City\> \<StateProvinceCode\> \<PostalCode\>	\<StateProvince\> \<CountryCode\>
2.0e	\<AddressForeignIndicator\>false \</AddressForeignIndicator\> (optional) \<AddressLine\> \<AddressCity\> \<AddressStateProvinceCode\> \<AddressPostalCode\>	\<AddressForeignIndicator\>true \</AddressForeignIndicator\> \<AddressCountryCode\>

Submitting Addresses for U.S. Territories via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as "Blank".

A complete list of State Codes (including U.S. Territories) is provided in Volume VI, Section 4 of the 2009-2010 COD Technical Reference. If you have questions about this information, contact the COD School Relations Center.

COD Computer-Based Training (10/09/09)
Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the COD Web site, and associated Web sites and software products through June 28, 2008.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section on the home page, click on COD Computer-Based Training.

The components of the COD CBT are as follows:

COD System Simulations – The COD System Simulations offer lessons that explain the COD Web site screens and functionality available to a school administrator. There are 14 lessons (one with two parts) with text to guide a user through each area of the COD Web site. By entering fictitious data, the user can explore basic navigation and functions of the COD Web site and practice locating and creating information in a safe environment that includes tips for assistance.

Direct Loan Reports CBT – The Direct Loan Reports CBT includes three lessons that explain the COD reports a school can use to assist with the reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBT – The Grant Reports CBT includes three lessons that explain the COD reports a school can use to assist with the reconciliation process for Federal Pell Grant (Pell Grant), Academic Competitiveness Grant (ACG), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

eMPN Online Simulations – The eMPN Online Simulations offer a step-by-step walk through of the process for completing a Direct Loan Master Promissory Note (MPN) via the Direct Loan Electronic MPN Web site. There are three lessons with text to guide a user through student and parent aspects of the eMPN process.

Completing an Agreement to Serve (ATS) Website Simulation – The Completing an ATS Website Simulation provides a step-by-step walk through of the process for completing a Teacher Education Assistance for College and Higher Education (TEACH) Grant ATS via the TEACH Grant ATS Web site.

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include "COD CBT Question/Comment" in the subject line

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

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Reminder of Citizenship Status Code Processing for ACG, National SMART Grant, and Pell Grant Awards (09/02/09)
As explained in a March 20, 2009 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site, the COD System was updated to apply more consistent edit logic for the Citizenship Status Code for ACG, National SMART Grant, and Pell Grant awards. The Citizenship Status Code will be evaluated in the same manner across all the grant programs.

The Citizenship Status Code field on the Common Record is the primary source of evaluation for student's citizenship. If the Citizenship Status Code is not populated with a "1" (citizen) or a "2" (eligible non-citizen) by the institution on the incoming origination record, the COD system must determine the student's citizenship status based on the data matches supplied through the Central Processing System (CPS). The COD System does not evaluate based on the student reported citizenship status on the FAFSA, only the verified citizenship data match that was done through either the Social Security Administration (SSA), or the Department of Homeland Security (DHS).

If the Citizenship Status Code field is not populated on the incoming origination records, the COD System will now evaluate the values from the SSA Citizenship Flag match field, and if necessary, the DHS Match Flag field and the Secondary DHS Match Flag field supplied through CPS. If the student's citizenship status can be determined from these sources, the COD System will accept and build the record. If it cannot be determined from these sources, the COD system will reject the award with Edit 14 (Citizenship Status is not eligible for this award.) *Note:* If the citizenship status is determined by using the CPS data, it will be stored on the COD System, but will not be returned on the Common Record response.

Schools should refer to Volume II, Section 1 of the 2009-2010 Common Origination and Disbursement (COD) Technical Reference for complete operational information about citizenship status code processing.

If your school needs assistance with COD System processing, including citizenship status code processing, contact the COD School Relations Center.

Weekly Reminders

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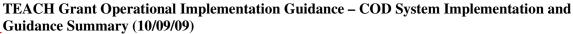
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TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (10/09/09)
The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program beginning with the 2008-2009 Award Year.

NEW!

For TEACH Grant policy and operational 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 <u>Federal Register</u> 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](#) and [2009-2010 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. These listings are posted as Electronic Announcements.

NEW!

TEACH Grant – Institutional Participation Request Process Information (10/09/09)
On June 3, 2008, the Department of Education posted [Dear Colleague Letter GEN-08-07 on the Information for Financial Aid Professionals (IFAP) Web site](#). This Dear Colleague Letter clarifies how an institution will establish eligibility to participate in the TEACH Grant Program.

For complete information about the Institutional Participation Request Process, refer to [Dear Colleague Letter GEN-08-07](#).

- Questions about the issues discussed in the letter should be directed to Gail McLarnon by e-mail at gail.mclarnon@ed.gov or by phone at 202/219-7048.

- Questions about the participation request process should be directed to the School Participation Team for a school's state. Contact information is available on the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs (E-App) Web site](#).

Participation Request Process Steps – As outlined in the 10-step participation request process included in [Dear Colleague Letter GEN-08-07](#), a school must complete Question 1, enter specified language in Section K/Question 69, and complete Section L via the [E-App Web site](#). After completing these steps, the school must mail its signed and dated signature page to the Department of Education (the Department) per the instructions provided on the "Submit Application" page. To aid in expediting receipt of the school's signature page by the Department, the school may want to use an overnight delivery method.

Participation Request Process Follow Up **–** If a school does not receive a response regarding its request to participate in the TEACH Grant Program within two weeks of submitting the request, the school should contact the School Participation Team for the school's state. Contact information is available on the E-App Web site.

School Addition to ATS Web Site **–** Once a school is determined to be eligible to participate in the TEACH Grant Program, the school's name will be added to the TEACH Grant Agreement to Serve (ATS) Web site. As a general rule, Federal Student Aid will update the TEACH Grant ATS Web site on the Tuesday or Thursday most closely following notification of the school's eligibility. If a school has questions about the TEACH Grant ATS Web site, it should contact the COD School Relations Center.