



COD Processing Update

October 10, 2014

NEWS/UPDATES

- **Some Schools Incorrectly Received September DL School Account Statement for 2012-2013 and 2013-2014 Award Years (10/9/14)**

During the weekend of October 5, 2014, the September month-end Direct Loan (DL) School Account Statement (SAS) for both the 2012-2013 and 2013-2014 award years were incorrectly generated and sent to schools that had **no** financial activity during the month of September and had successfully closed out the applicable award year.

In these cases, schools can disregard the September month-end DL SAS.

Federal Student Aid apologizes for any inconvenience this issue may have caused. If you have additional questions, contact the COD School Relations Center.

- **Third 2013-2014 Verification Status Code “W” Warning Message (10/8/14)**

On October 7, 2014, Federal Student Aid began processing a text message (PGTX14OP) as well as a Reconciliation Report (PGRC14OP) to schools that have one or more 2013-2014 Federal Pell Grant (Pell Grant) student records still reported with a verification status code of “W”. The message is a warning that disbursements to all students with a verification status code of “W” will be considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on October 15, 2014.

A school that receives the warning message should review the accompanying Reconciliation Report and submit appropriate changes to the verification status codes for affected students before October 15, 2014. The school does not need to request administrative relief to only update the verification status codes for affected students.

Notes:

- For the conditions under which each verification status code should be used, refer “Application and Verification Guide” of the 2013-2014 Federal Student Aid Handbook.
- A school does not need to submit a verification status code and should leave the field blank (nil = “True”) if the student was not selected for verification or if a selected transaction was received by the school after the student was no longer enrolled.
- The COD System will not accept a verification status code of “W” for the 2013-2014 Award Year after September 30, 2014.



Following the October 15, 2014 reduction, if a school needs additional time to submit an acceptable verification status code (other than “W”) and disbursement records for a value greater than zero (\$0.00) for the affected students, it will need to ask for administrative relief.

A school will be able to request Administrative Relief and Extended Processing for the 2013-2014 Award Year via the COD Web site beginning October 1, 2014. 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. The school must submit a separate request for each grant program for which it needs Administrative Relief or Extended Processing.

For more information on how to request Administrative Relief or Extended Processing for the Pell Grant Program or Iraq and Afghanistan Service Grant schools should refer to the September 5, 2014 Electronic Announcement and attachment posted on the Information for Financial Aid Professionals (IFAP) Web site.

If you have any questions about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

- **COD Holiday Schedule For October 13, 2014 (10/7/14)**

The COD School Relations Center will be open on Monday, October 13, 2014 in observance of the Columbus Day federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, October 13, 2014, 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, 2014.

Further information regarding Columbus Day processing and customer service hours for the COD School Relations Center and other Federal Student Aid/ED call centers is posted in a [October 6, 2014 Electronic Announcement](#) on the IFAP Web site.

- **REMINDER - Direct Loan Origination Fees Increased October 1, 2014 (10/3/14)**

As a reminder, the origination fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans (for both parent and graduate student borrowers) increased as of October 1, 2014 (see [Dear Colleague Letter \(DCL\) GEN-14-10](#)). Schools should review their records to ensure the correct origination fee is being used. In a [May 9, 2014 Electronic Announcement](#), Federal Student Aid provided some operational updates and information about COD System readiness for processing Direct Loans with the new origination fees.

- **Availability of Report Readers for Pell Grant Reconciliation File, Pell Grant Year to Date (YTD) File, and School Account Statement (SAS) Disbursement Detail on Demand File (9/10/14)**

As a reminder, Federal Student Aid has posted three report readers for the following reports:

- Pell Grant Reconciliation File



- Pell Grant YTD File
- SAS Disbursement Detail on Demand File

The readers provide a simplified way of importing the report files into an Excel spreadsheet for school reconciliation purposes. To use the readers, a school must receive the **fixed-length format** of the reports.

The readers, along with instructions on how to use them, are posted on the [Common Origination and Disbursement \(COD\) Web site](#) and can be accessed by clicking on the “COD Resources” link located on the gray bar at the bottom of the home page.

The table below will assist schools in finding the correct reader for the appropriate award year(s).

File Name on COD Resources page	Report and Award Year(s)
PELL Recon Reader 2008-2009 AY – 2013-2014 AY.xlsm	Pell Grant Reconciliation File, 2013-2014 and prior
PELL Recon Reader 2014-2015 AY.xlsm	Pell Grant Reconciliation File, 2014-2015
PELL YTD Reader 2008-2009 AY – 2013-2014 AY.xlsm	Pell Grant YTD File, 2013-2014 and prior
PELL YTD Reader 2014-2015 AY.xlsm	Pell Grant YTD File, 2014-2015
SAS Disb On Demand Reader v1.1.xlsm	SAS Disbursement Detail on Demand, all award years
Note: While there are multiple Pell Grant report readers covering different award years, there is only one instruction file posted for the report reader type.	

If you have questions about the readers or need additional assistance with using them, contact the COD School Relations Center.

- **COD System Warning Edit 211 (5/20/14)**

Since the April 2014 COD System implementation, many schools may have received COD Warning Edit 211 (Failure of Full Schema Enforcement). As a reminder, this warning edit is intended to help schools and software providers identify and fix invalid XML, but still allow the data to be processed by the COD System. Eventually, Federal Student Aid will reject batches sent with invalid XML and the data will not be processed by the COD System.

Since the cause of invalid XML can vary widely, Federal Student Aid cannot provide specific XML error(s) in the response when returning Warning Edit 211. However, some examples of common errors are:

- Submitting tags out of order
- Submitting a string longer than the posted maximum length value specified by the COD XML Schema
- Submitting an integer or decimal outside of the posted value range specified by the COD XML Schema
- Neglecting to submit a required tag within a complex element (for example, <City> in the <PermanentAddress> block)
- Submitting tag names that do not match the COD XML Schema (tag names are case-sensitive)



In addition, Federal Student Aid has posted guidance about using an XML validator tool to help schools identify XML errors. This guidance is posted on the IFAP Web site in a document titled “COD XML Schema Validation Instructions.”

When using an XML validator tool, schools should keep a few things in mind:

- Use of an XML validator tool is optional and a school will need to find the right XML validator tool based on its individual circumstances. Some schools may need to work directly with their technical staff or software provider to select an XML validator tool.
- In some cases, a school can download an XML validator tool to a computer. In other cases, a school can upload files to a Web-based XML validator tool. If a school opts to use a Web-based XML validator tool and it has to upload files to run the validation, for security purposes, the school should use test data for the file upload.
- Federal Student Aid has validated the published COD XML Schema with some of the independent XML validator tools available, including XMLSpy, www.xmlvalidation.com, and XML Notepad 2007.

Finally, schools using a software vendor should consult with that vendor for additional assistance. In many cases, a school may need to ensure it is using the latest version of the chosen product. Additional information about the COD XML Schema can be found on the IFAP Web site at <https://ifap.ed.gov/ifap/codXMLSchema.jsp>. For additional questions about COD System processing or the COD XML Schema, contact the COD School Relations Center.

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grant-related issues at this time.

Keep School Contact Information Current in the COD System (10/10/14)

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](#)



START HERE
GO FURTHER
FEDERAL STUDENT AID™

*This edition 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.*

[Electronic Announcement posted on the Information
for Financial Aid Professionals \(IFAP\) Web site.](#)