



**October 16, 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.\*\*

## *Grant Programs*

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

### COD News



#### **SAIG and Federal Student Aid Web Site Outages Planned for October 25, 2009 (10/16/2009)**

From 5:00 A.M. until 10:00 P.M. (ET) on Sunday, October 25, 2009, Federal Student Aid needs to execute a maintenance activity that will impact Student Aid Internet Gateway (SAIG) file transmission and a majority of our Web sites. Please review the information in [the October 15, 2009 Electronic Announcement posted on the IFAP Web site](#) and evaluate impact on your school or organization during the period when the SAIG and affected Web sites will be unavailable. Federal Student Aid apologizes for the short notice about these outages; however, it is important that we complete the work next weekend.

*Note:* Routine Web site maintenance that occurs each weekend will also be completed as scheduled and announced through other communications methods. In addition, the G5 Web site will be unavailable. Refer to the [October 2, 2009 Electronic Announcement posted on the Information for Financial Aid \(IFAP\) Web site](#) for an explanation of the G5 activity.

Federal Student Aid appreciates your patience and understanding as we complete the required activity during the upcoming period.

#### **COD System Maintenance Planned For Sunday, October 18, 2009 (10/14/2009)**

The COD System will undergo routine maintenance on Sunday, October 18, 2009 from 12:30 A.M. until 2:00 P.M. (ET). 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. 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.

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

#### ***COD Web Site and System***

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 12:30 A.M. and 2:00 P.M. (ET).



- Batches submitted by schools via the SAIG between 12:00 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the COD System comes back up at 2:00 P.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.
- Batches submitted by schools via the SAIG between 11:00 A.M. and 2:00 P.M. (ET) will be held and not acknowledged back to schools until after the COD System comes back up at 2:00 P.M. (ET).

### ***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 12:30 A.M. and 2:00 P.M. (ET).

An individual starting the process by 11:30 P.M. (ET) on Saturday, October 17, 2009 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 Web Site Outage***

- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#) between 12:30 A.M. and 2:00 P.M. (ET).

An individual starting the process by 11:30 P.M. (ET) on Saturday, October 17, 2009 will be able to complete his or her TEACH Grant Initial and Subsequent Counseling or 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 TEACH Grant Initial and Subsequent Counseling session, complete a new ATS, or retrieve an existing ATS.

### ***Contact Information***

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, the Direct Loan Electronic MPN Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

### **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.

### **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



#### **Sending Addresses for U.S. Territories on the Common Record or the COD Web site (10/16/09)**

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>



Year and forward		
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 (10/16/09)**

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](mailto:CODSupport@acs-inc.com), please include “COD CBT Question/Comment” in the subject line.



### **TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (10/16/09)**

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.

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 [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](#) 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.



### **TEACH Grant – Institutional Participation Request Process Information (10/16/09)**

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](mailto: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.