



# COD Processing Update

October 25, 2013

NEWS/UPDATES

- **COD Computer-Based Training (10/25/13)**

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer- Based Training (CBT).

The COD CBT consists of component simulations and CBTs. 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](#).

- **COD Batch Processing Suspension And Web Site Outages October 25-27, 2013 (10/18/13)**

As explained in earlier announcements ([March 15, 2013](#) and [June 25, 2013](#)) posted on the Information for Financial Aid Professionals (IFAP) Web site, we implemented Common Origination and Disbursement (COD) System functionality to support 2013-2014 Award Year Processing. During the period October 25-27, 2013, we plan to implement additional COD System functionality for the 2013-2014 Award Year.

For more information about this additional functionality, refer to an [October 18, 2013 Electronic Announcement](#).

### **COD Batch Processing Suspension and Web Site Outage Information**

To install the additional COD System functionality, we will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, October 25, 2013. Records submitted after this time will be held and processed after 11:00 A.M. (ET) on Sunday, October 27, 2013.

**Note:** All actual disbursements with a disbursement date from October 25, 2013 through October 27, 2013 must be received by the COD System **no later than 9:00 AM (ET) on Friday, October 25, 2013**, and subsequently accepted by the COD System, in order for them to be included in the drawdown prior to the outage. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 27, 2013 will be processed and funded after the outage.

In addition, between 8:00 P.M. (ET) on Friday, October 25, 2013 and 11:00 A.M. (ET) on Sunday, October 27, 2013—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- Users will not be able to access the COD Reports area of the [COD Web site](#).



- An individual will not be able to complete any actions or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete any actions via the [TEACH Grant Web site](#).

Federal Student Aid apologizes for this inconvenience and appreciates your understanding and patience while it completes this important activity.

- **RESOLVED - Duplicate Response Issue (10/17/13)**

Federal Student Aid has corrected an issue in which duplicate response files for both Common Record batches and Web batches were sent to schools on October 16, 2013 and the morning of October 17, 2013. The duplicate response files can be ignored.

If you have additional questions about the response files, contact the COD School Relations Center.

- **Third 2012-2013 Pell Grant Deobligation Due To Verification Status "W" (10/17/13)**

On October 16, 2013, Federal Student Aid deobligated 2012-2013 Award Year Federal Pell Grant (Pell Grant) disbursements that did not have a verification status updated from "W" to a valid status of "V" or "S". As noted in the warning message that Federal Student Aid sent to affected schools on October 3, 2013, these disbursements were considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. This deobligation affected Pell Grant disbursements at approximately 93 schools.

A school affected by the deobligation will receive or see the following information:

- Receive a PGTX (PGTX13OP message class) file in the school's Student Aid Internet Gateway (SAIG) mailbox indicating the number of students and total amount of the decrease
- Receive a system-generated negative disbursement file (CRND13OP message class/ND document type)
- Receive a new Electronic Statement of Account (ESOA) that reflects the decrease unless there are other offsetting increase adjustments
- See a change in the school's Current Funding Level (CFL) that reflects the reduced disbursements

**Note:** If a school did not have students with a verification status of "W" just prior to October 16, 2013, it was not affected by the deobligation process.

A school affected by the deobligation should carefully review the following information:

***Verification Completed or Not Required***

If verification has been completed as required or is not required and a school believes a student's 2012-2013 disbursement should not have been reduced to zero, the school must complete the following steps in this order:



- 1) The school must ask for administrative relief according to the instructions in [the September 6, 2013 Electronic Announcement and attachment posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).
- 2) The school must send an update to the verification status of the award, and the COD System must accept the update.
- 3) Once the verification status is updated to “V” or “S”, the school may submit the actual disbursement (Disbursement Release Indicator or DRI equals “True”) for the correct amount to the COD System for processing.

**Notes:**

- For the conditions under which each verification status code should be used, refer “Application and Verification Guide” of the [2012-2013 Federal Student Aid Handbook](#).
- In the following two cases, it is acceptable for the verification status code field to be blank:
  - 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 and the school has reported the verification status code as “W”, the school should change the “W” to 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 and the school has reported no verification status code to date, the school does not need to submit a verification status code and should leave the field blank (nil = “True”).
- The school can perform steps 2 and 3 above in the same submission to the COD System if reported in the same student record.

For more information on how to request Administrative Relief or Extended Processing for the Iraq and Afghanistan Service Grant or Pell Grant Program schools should refer to [the September 6, 2013 Electronic Announcement and attachment posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

If you have any questions regarding the 2012-2013 Pell Grant deobligation of disbursements due to verification status “W,” contact the COD School Relations Center.

- **Extended Credit Check Expiration Dates End on October 1, 2013 [(08/5/13) Updated 9/27/13]**

As noted in earlier COD Processing Update messages, Federal Student Aid extended credit check expiration dates an additional 60 days to prevent the initiation of new credit checks when processing Direct PLUS Loans submitted to and accepted by the COD System between June 28, 2013 and October 1, 2013. Beginning October 1, 2013, Federal Student Aid will initiate a credit check if it has been more than 90 days since the last credit check and a Direct PLUS Loan Request is completed on the StudentLoans.gov Web site, a Direct PLUS Loan origination is processed, or a credit check is initiated on the COD Web site. In addition, on October 1, 2013 expiration dates for all existing credit checks on file will change back to the original 90 day timeframe. When the change occurs, Federal Student Aid will not send updated expiration dates to schools; however, the updated credit check date will be viewable on the COD Web site.



If you have additional questions about credit check processing, contact the COD School Relations Center.

- **Preliminary Information About New COD Common Record XML Schema 4.0a Planned for March 2014 (7/11/13)**

In March 2014, we plan to implement a new version of the Common Origination and Disbursement (COD) Common Record XML Schema. The new version - **4.0a** - of the COD Common Record XML Schema incorporates new tags related to the 150% Direct Subsidized Loan Limit.

Also in March 2014, we will begin to fully validate all Common Record files against the published COD Common Record XML Schema (versions 3.0d, 3.0e, and 4.0a). This means that if a school submits a Common Record that does not conform to the published schema format, **it will not be acknowledged or processed** by the COD System. The COD School Relations Center will contact a school that sends a Common Record that fails schema validation.

For more information, refer to a [July 11, 2013 Electronic Announcement](#) posted to the IFAP Web site.

### CURRENT ISSUES

#### DIRECT LOANS

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

#### GRANTS

There are no Grant-related issues at this time.

#### REMINDERS

#### Keep School Contact Information Current in the COD System (10/25/13)

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