



COD Processing Update

November 18, 2011

NEWS/UPDATES

- **2012-2013 COD Technical Reference (November 2011 Final) (11/18/11)**

Federal Student Aid is pleased to announce the posting of the [2012-2013 Common Origination and Disbursement \(COD\) Technical Reference](#). The 2012-2013 COD Technical Reference contains development information for the 2012-2013 Award Year. If you have any questions about this material, contact the COD School Relations Center.

- **Current Funding Level (CFL) Increase for Direct Loans for 2011-2012 Award Year [(11/07/11) Updated 11/17/11]**

Federal Student Aid processed a CFL increase for the William D. Ford Federal Direct Loan (Direct Loan) Program for the 2011-2012 Award Year. Schools are now able to view and draw down these 2011-2012 Direct Loan funds in G5.

Note:

Foreign schools and domestic schools under Reimbursement or Heightened Cash Monitoring 2 (HCM2) funding method will not receive an increase to their CFL.

- **2011-2012 COD Technical Reference (November 2011 Update) Now Available (11/17/11)**

The [2011-2012 COD Technical Reference November Update](#) is now available on the Information for Financial Aid Professionals (IFAP) Web site. The 2011-2012 COD Technical Reference contains development information for the 2011-2012 Award Year. For a complete list of updates, refer to the "[November 2011 Change Tracking Log](#)." If you have any questions about this material, contact the COD School Relations Center.

- **Direct Loan Processing Information – New Street Address for Mailing Paper Master Promissory Notes and Endorser Addenda (11/15/11)**

An Electronic Announcement was released to schools from the COD School Relations Center today and will be posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#). This announcement provides information regarding the new street address for sending paper Master Promissory Notes (MPNs) and Endorser Addenda to the Department of Education (the Department) via express or overnight delivery.

If you would like to be added to or removed from the Direct Loan Electronic Announcement distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DL Electronic Announcement Distribution".

CURRENT ISSUES

DIRECT LOANS

Direct PLUS Loan Responses Issue (11/16/11)

Federal Student Aid has identified an issue in which Direct PLUS Loan Request Acknowledgements (Message Class: CRSP) are not being generated in certain situations. Specifically, the CRSP files are not being sent when a borrower submits a Direct PLUS Loan Request via the [StudentLoans.gov Web site](#) **and** there is no

corresponding Direct PLUS Loan award on the COD System, **and** one of the following is true:

- A pending credit decision is resolved and processed.
- An appeal to an adverse credit decision is received and approved.

Federal Student Aid is currently researching the cause of this issue and is working to fix this issue as soon as



possible. In the meantime, a school can contact the COD School Relations Center to receive an updated CRSP file.

We apologize for any inconvenience this issue may have caused schools. If you have any questions, contact the COD School Relations Center.

GRANTS

There are no Grant specific issues to report at this time.

REMINDERS

• **OUTAGE ALERT – Federal Student Aid Web Site Outages Scheduled for November 19-20, 2011 (11/14/11)**

During the period of November 19-20, 2011, Federal Student Aid plans to execute extended Web site maintenance and operating system upgrades to several Federal Student Aid Web sites in addition to our routine maintenance that occurs each weekend.

In a [November 10, 2011 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid provides information about the Web sites that will be affected during the extended maintenance period. Please review the information in this announcement and evaluate the impact on your school or organization during the period when the affected Web sites will be unavailable.

Federal Student Aid appreciates your patience and understanding as we complete the required activities.

COD Holiday Schedule For November 24 and 25, 2011 (11/10/11)

Thursday, November 24, 2011 is the Thanksgiving Day Federal holiday.

- The COD School Relations Center will close at 3:00 P.M. (ET) on Wednesday, November 23, 2011 and reopen at 8:00 A.M. (ET) on Friday, November 25, 2011.
- The COD System will accept and process data from schools and send back

responses/acknowledgments on Thursday, November 24, 2011, but schools will not be able to receive any Federal funds on that day.

Further information regarding Thanksgiving Day processing and customer service hours for COD and other Federal Student Aid/Department call centers is posted in a [November 9, 2011 Electronic Announcement](#) on the Information for Financial Aid Professionals (IFAP) Web site.

COD Computer-Based Training (11/18/11)

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](#).

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (11/18/11)

When submitting student or borrower addresses or address changes 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 or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.

- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.
- When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.



See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

Submitting Addresses for U.S. Territories and Foreign Countries 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	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>	<AddressLine> <City> <StateProvince> (Optional) <PostalCode> (Optional) <CountryCode>

Submitting Addresses for U.S. Territories and Foreign Countries 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), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the [2010-2011 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.

Contact Information: If you have questions, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com.