

COD Processing Update

November 18, 2016

NEWS/UPDATES

- **Impact on COD Processing November 19-20, 2016 (11/15/16)**

Federal Student Aid is planning several system maintenance activities during the period of November 19-20, 2016. 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. These activities will result in outages of certain COD System functionality for a period of time.

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

Extended COD System Maintenance

From 10:30 P.M. (ET) on Saturday, November 19, 2016 until 3:00 P.M. (ET) on Sunday, November 20, 2016—

- 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 website](#). This includes, but is not limited to, signing master promissory notes, complete counseling, any TEACH Grant processing flows, or submitting Loan Consolidation applications or Income-Driven Repayment Plan requests.

Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System or the StudentLoans.gov website, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support and the TFA Support Center at 800/330-5947 or by email at CPSSAIG@ed.gov.

- **COD Holiday Schedule For November 24, 2016 (11/14/16)**

The COD School Relations Center will be closed on Thursday, November 24, 2016 in observance of the Thanksgiving Day federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgments on Thursday, November 24, 2016, 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 Friday, November 25, 2016.

Further information regarding Thanksgiving Day processing and customer service hours for the COD School Relations Center and other Federal Student Aid/ED call centers is posted in a [November 10, 2016 Electronic Announcement](#) on the IFAP website.

- **Operational Implementation Guidance – Implementation of 2017-2018 Federal Pell Grant Payment and Disbursement Schedules (11/18/16)**

In [Dear Colleague Letter GEN-16-19, posted to the Information for Financial Aid Professionals \(IFAP\) website on October 18, 2016](#), Federal Student Aid provided schools with the payment and disbursement schedules for determining Federal Pell Grant (Pell Grant) awards for the 2017-2018 Award Year. These schedules must be used for all 2017-2018 Pell Grant award calculations.

Federal Student Aid has begun the work needed to modify its systems, Web and software products, technical documents, training materials, and publications to reflect the 2017-2018 Pell Grant payment and disbursement schedules. In [a November 17, 2016 Electronic Announcement](#), Federal Student Aid provides schools with high-level information about the impact on the Central Processing System (CPS), the Common Origination and Disbursement (COD) System, and the EExpress for Windows software and the anticipated completion dates for the system modifications.

For complete information about the Federal Pell Grant payment and disbursement schedules, refer to [the a November 17, 2016 Electronic Announcement](#) posted on the IFAP website.

- **COD School Testing for the 2017-2018 Award Year (11/18/16)**

The Common Origination and Disbursement (COD) School Relations Center will allow for COD School Testing for the 2017-2018 Award Year from January 4, 2017 through December 15, 2017.

All entities that wish to participate in COD School Testing must submit the “COD School Testing 2017-2018 Sign-Up Document” to the COD School Relations Center. Schools, third party servicers, and software vendors can submit the sign-up document beginning Monday, December 5, 2016.

Further information regarding COD School Testing for the 2016-2017 Award Year is posted in a [November 18, 2016 Electronic Announcement](#) on the IFAP website.

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@ed.gov.

- **RESOLVED - COD Reject Edit 006 Returned Due to Date Issue (11/16/16)**

On November 14, 2016, Federal Student Aid identified an issue in which the COD System date was not updated on November 11, 2016. As a result, the COD System date did not match with the calendar date, and Federal Student Aid rejected batches with COD Reject Edit 006 (Document Create Date Greater Than Current System Date) during the period of November 11, 2016 – November 13, 2016.

Federal Student Aid resolved the system date issue on November 14, 2016, and schools can resubmit the rejected batches for processing. Schools can resubmit using a new batch with a new Batch ID or can resubmit the original batch with the original Batch ID. Note: If any records in the original batch have been changed since the original submission, schools should resubmit by creating a new batch with a new Batch ID.

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

- **TEACH Grant Exit Counseling Guide Availability (11/16/16)**

Beginning November 20, 2016 the TEACH Grant Exit Counseling Guide will be available on the [StudentLoans.gov website](#). In the interim, schools can download the PDF version of the TEACH Grant Exit Counseling Guide for students at:

<https://cod.ed.gov/cod/downloadCodResource.action?communicationId=144896>.

If you have any questions, contact the COD School Relations Center.

- **Availability of Service Release Update for EDEXpress for Windows 2016-2017, Release 2.0 (10/31/16)**

Federal Student Aid is pleased to announce the posting of a service release update for EDEXpress for Windows 2016-2017, Release 2.0, on the Department's Federal Student Aid Download ([FSADownload](#)) website, located at <https://fsadownload.ed.gov>.

This service release implements an enhancement to the Direct Loan module that enables users to import a new Default Overpay Code value in PLUS Application Acknowledgement files (message class CRSP17OP).

For complete information, refer to the [October 28, 2016 Electronic Announcement](#) on the IFAP website.

- **Incorrect Net Drawdown Amount on Pell Grant School Funding History Report (10/28/16)**

Federal Student Aid has identified an issue with the Pell Grant School Funding History Report. In the report, Pell Grant Administrative Cost Allowance (ACA) drawdowns are incorrectly included in the “Net Drawdowns” amount. The financial data in the COD System is correct and not affected by the issue.

Federal Student Aid is researching this issue and working to correct the erroneous report as soon as possible. In the meantime, schools can rely on the data displayed on the School Funding Information Screen on the COD Web Site.

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

- **MPN, MPN Manifest, and Disclosure Statement Print Functionality in EExpress Discontinued with Implementation of New Forms (10/28/16)**

In an [October 27, 2016 Electronic Announcement](#), Federal Student Aid informed users of the EExpress for Windows Direct Loan module of an upcoming change to the software’s print functionality. When a school begins using the newly approved Master Promissory Notes (MPNs), it will no longer be able to print MPNs, MPN Manifests, and Disclosure Statements using EExpress.

Fillable PDF versions of the revised MPNs will be available on the [StudentLoans.gov](#) website upon completion of the COD System implementation during the period of October 28-30, 2016. Federal Student Aid strongly encourages EExpress Direct Loan users to begin directing loan applicants to the [StudentLoans.gov](#) website to complete online versions of the MPN.

For additional information about this change, refer to the posted announcement.

- **Schools Must Process Drawdown In G5 To Receive Pell ACA Pymts (10/20/16)**

There are a number of schools that have not drawn down their Pell Grant Administrative Cost Allowance (ACA) payments for the 2014-2015 Award Year and/or the 2015-2016 Award Year.

Federal Student Aid would like to remind schools that their calculated Pell Grant ACA payment is posted in G5 as an Available Balance in the school’s ACA G5 Award Number, P063Q14#### for the 2014-2015 Award Year and P063Q15#### for the 2015-2016 Award Year. ***A school must sign in to the G5 website and process a drawdown transaction in G5 to receive the funds.***

For more information about this change, refer to the [January 27, 2016 Electronic Announcement](#) that is posted on the IFAP website.

- **Operational Guidance on COD Reporting of Pell Grant Overpayments (9/7/16)**

Federal Student Aid recently reviewed Federal Pell Grant (Pell Grant) data in the Common Origination and Disbursement (COD) System and determined that some schools are incorrectly adjusting Pell Grant information due to a Pell Grant overpayment. Incorrect adjustments to Pell Grant information for overpayments may result in a student receiving more Pell Grant funds than he or she is eligible to receive and can result in an audit finding for a school.

In a September 6, 2016 Electronic Announcement and its attachment posted to the IFAP Web site, Federal Student Aid reminds schools when to report Pell Grant overpayments to the National Student Loan Data System (NSLDS) and when to make adjustments to Pell Grant information in the COD System. For complete information, refer to the September 6th Electronic Announcement.

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grants-related issues at this time.

Keep School Contact Information Current in the COD System (11/18/16)

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.](#)