



COD Processing Update

March 11, 2011

NEWS/UPDATES

- **Update to Direct PLUS Loan Request Options (03/11/11)**

On March 11, 2011, Federal Student Aid added a second attachment titled "Update to COD System Changes for 2011-2012" to the [February 11, 2011 announcement](#) about the COD System implementation completed in February 2011. The new attachment explains changes made to school options for Direct PLUS Loan Requests that were part of that implementation.

Options for Direct PLUS Loan Requests allow a school to determine if and when it will use the Direct PLUS Loan Request process. With the implementation of the COD System for the 2011-2012 Award Year, options for Direct PLUS Loan Requests can now be set separately for each award year.

In general, a school's Direct PLUS Loan Request options for the 2011-2012 Award Year were defaulted to the selections specified by the school for the 2010-2011 Award Year. However, the default dates for the Participate in Electronic Parent PLUS Application Begin Date and the Participate in Electronic Grad PLUS Application Begin Date fields are different.

For these two date fields, the default date was set to the date specified by the school for the 2010-2011 Award Year plus one year. For example, if a school used 4/2/2010 as the date for these fields for 2010-2011, the default date for these fields for 2011-2012 was updated to 4/2/2011. A school should review the new default date for 2011-2012 and change it accordingly.

If desired, COD Web site School User Levels 3-5 and Third Party Servicer User Levels 3-5 can change their schools' Direct PLUS Loan Request options by accessing the [COD Web site's](#) School Information Options screen.

- **2008-2009 ACG CFL Reduction to G5 Net Drawdown Warning Message (03/09/11)**

At this time, all Academic Competitiveness Grant (ACG) funds for the 2008-2009 Award Year should have been disbursed to students. In general, schools are to submit ACG disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, disbursements and disbursement adjustments for the 2008-2009 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2008-2009 CFL Reduction to G5 Net Drawdown Warning Message Sent on March 08, 2011

On March 8, 2011, Federal Student Aid sent a message to schools that have a G5 ACG authorization, known in the COD System as Current Funding Level (CFL), for the 2008-2009 Award Year that is greater than their Net Drawdown amount reflected in the COD System and in G5. The message warns an affected school that its 2008-2009 ACG CFL will be reduced to the G5 Net Drawdown if the CFL is still greater than the G5 Net Drawdown on March 22, 2011. When the actual reduction occurs on March 22nd, the school will have a reduced authorization in G5 and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.



Federal Student Aid sent the March 8, 2011 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class AGTX09OP. A school that receives the warning message should review its internal records and its CFL, G5 Net Drawdown, and Net Accepted and Posted Disbursements (NAPD) reflected in the COD System as soon as possible. The school should submit all outstanding downward disbursement adjustments to the COD System and/or request any outstanding drawdown from G5 for the 2008-2009 Award Year as soon as possible but before March 22, 2011.

Note: As a reminder, G5 will be unavailable March 4-14, 2011 for the [G5 Phase 3 Implementation](#).

This same information is posted in a [March 9, 2011 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have questions about the 2008-2009 ACG CFL reduction to G5 Net Drawdown, contact the COD School Relations Center.

- **2008-2009 Pell Grant CFL Reduction to G5 Net Drawdown Warning Message (02/23/11)**

At this time, all Federal Pell Grant (Pell Grant) funds for the 2008-2009 Award Year should have been disbursed to students. In general, schools are to submit Pell Grant disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, disbursements and disbursement adjustments for the 2008-2009 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2008-2009 CFL Reduction to G5 Net Drawdown Warning Message Sent on February 22, 2011

On February 22, 2011, Federal Student Aid sent a message to schools that have a G5 Pell Grant authorization, known in the COD System as Current Funding Level (CFL), for the 2008-2009 Award Year that is greater than their Net Drawdown amount reflected in the COD System and in G5. The message warns an affected school that its 2008-2009 Pell Grant CFL will be reduced to the G5 Net Drawdown if the CFL is still greater than the G5 Net Drawdown on March 16, 2011. When the actual reduction occurs on March 16th, the school will have a reduced authorization in G5 and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

Federal Student Aid sent the February 22, 2011 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class PGTX09OP. A school that receives the warning message should review its internal records and its CFL, G5 Net Drawdown, and Net Accepted and Posted Disbursements (NAPD) reflected in the COD System as soon as possible. The school should submit all outstanding downward disbursement adjustments to the COD System and/or request any outstanding drawdown from G5 for the 2008-2009 Award Year as soon as possible but before March 16, 2011.

This same information is posted in a [February 23, 2011 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have questions about the 2008-2009 Pell Grant CFL reduction to G5 Net Drawdown, contact the COD School Relations Center.

- **G5 Phase 3 Implementation March 4-14, 2011 --Impact to Federal Student Aid Processing and on Funds Availability for Title IV Programs (02/21/11)**

As explained in a [January 7, 2011](#) letter that was mailed and e-mailed to all grantees and payees from the Department's Office of the Chief Information Officer, during the period March 4-14, 2011, the Department will



implement Phase 3 of G5. The functionality being implemented in G5 Phase 3 has minimal impact to school users. However, the service outage associated with the G5 Phase 3 implementation will impact school users in a number of ways.

From 3:00 P.M. (ET) on Friday, March 4, 2011 through 6:00 A.M. (ET) on Monday, March 14, 2011, the [G5 Web site](#) will not be available. Schools will not be able to draw down funds during this period.

For complete information about the G5 Phase 3 Implementation, refer to [the February 18, 2011 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site.](#)

CURRENT ISSUES

DIRECT LOANS

Duplicate Student Borrower Report Issue (03/10/11)

Each month the COD System sends a Duplicate Student Borrower Report to schools. This report lists student borrowers for which the COD System has accepted multiple Direct Subsidized Loan and/or Direct Unsubsidized Loan records with overlapping academic years.

Federal Student Aid has determined that the latest Duplicate Student Borrower Report was not sent to all schools' SAIG mailboxes on March 6, 2011. The reports cannot be resent, however, any school needing the report can view or print it from the school's COD Reporting Newsbox on the COD Web site.

Direct Loan Master Promissory Note Acknowledgment Issue (03/4/11)

Federal Student Aid has determined that some schools are receiving Direct Loan Master Promissory Note (MPN) Acknowledgements incorrectly or receiving MPN acknowledgements with missing information. In these cases, the MPN acknowledgments are sent because a change tag for any of a borrower's key identifiers (last name, date of birth, or Social Security Number) is submitted along with a change to a Direct PLUS Loan award. The issue occurs even when the value in the change tag is the same value currently on the COD System.

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.

If a school submits an identifier change tag with a change to a Direct PLUS Loan award, one of the following two scenarios results in a new MPN acknowledgement:

1. If the borrower has an existing Direct Subsidized Loan and Direct Unsubsidized Loan MPN on file, the COD System will send a duplicate MPN acknowledgement. The information contained in the duplicate acknowledgement is correct and matches what is currently on the COD System.
2. If the borrower has a newer unlinked Direct PLUS Loan MPN on file, the COD System will unlink the Direct PLUS Loan award from its current MPN and relink it to the newer unlinked MPN. In this scenario, a new MPN acknowledgement will be generated, but, in some cases, the Expiration Date tag is omitted from the new acknowledgement.

Federal Student Aid is currently researching a solution for this issue. Federal Student Aid will provide updates to this issue as information becomes available and will post this new information in the COD Processing Update on the COD Web site.

Federal Student Aid apologizes for the inconvenience this issue may cause and appreciates your patience as work continues to resolve it. If you have questions about this issue, contact the COD School Relations Center.



GRANTS

There are no issues to report at this time.

REMINDERS

COD Computer-Based Training (03/11/11)

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 26, 2010.

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](#).

If you have questions or comments about the COD CBT, 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. If you e-mail your question or comment, please include “COD CBT Question/Comment” in the subject line.

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (03/11/11)

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.

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.

- 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.