



## Common Origination and Disbursement

# COD Processing Update

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May 6, 2005

## *Direct Loan*

### COD News



#### **Unlocking And Resetting COD Web Site Passwords (05/06/05)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password Field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "[Click here if you are looking for more information on Common Origination and Disbursement](#)" Link. To access the document *after* you log in to the Web site, click on the "Today's Updates" link at the bottom of the page.



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Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyservic.html>.

### **Requesting Approval To Make A Late Disbursement Beyond The 120-Day Period (05/02/05)**

Recently, through Dear Colleague Letter GEN-05-07, FSA provided guidance to schools regarding the procedures for requesting approval to make a late disbursement of Title IV aid beyond the 120-day late disbursement period. These disbursements may be referred to as “late” late disbursements.

The Dear Colleague Letter is posted on the IFAP Web site at <http://www.ifap.ed.gov/dpcletters/GEN0507.html>. We strongly encourage schools to review this letter as it provides the most up to date procedural guidance and replaces the procedures described in the 2004-2005 Federal Student Aid Handbook.

### **Direct Loan Bulletin 05-08 Released (05/02/05)**

Direct Loan Bulletin 05-08 was released to schools from the COD School Relations Center on April 29, 2005, and is posted on the IFAP Web site at <http://ifap.ed.gov/dlbulletins/DLB0508.html>. This bulletin provides schools with closeout guidance and informs schools of the July 29, 2005 closeout deadline for the 2003-2004 Direct Loan Program Year.

If you would like to be added to or removed from the distribution list, please submit an e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com) with the subject line of “DLB Distribution”.

### **All Schools Must Be COD Full Participants Beginning With 2005-2006 Award Year [08/02/04 (Updated 03/21/05)]**

Now that the 2005-2006 COD software has been implemented, COD wants to refresh the reminder that *all* schools must be Full Participants beginning with the 2005-2006 Award Year and forward. This means that *all* schools (including COD Phase-In Participants that currently submit and receive information using fixed-length, flat-file record formats) must send and receive 2005-2006 (and subsequent award year) origination and disbursement data for the Pell Grant and/or Direct Loan programs to the COD System using the Extensible Markup Language (XML) Common Record.

As FSA has previously informed schools, if a school submits 2005-2006 Pell Grant and/or Direct Loan data in fixed-length, flat-file record formats, the COD System will reject the data and the school’s access to funding will be affected. If your school has not yet signed up as a Full Participant, or is experiencing difficulty with implementing a Full Participant solution, contact the COD School Relations Center immediately for assistance.

Additionally, COD is seeking current Full Participant schools that are willing to serve as mentors to schools new to XML processing. If your school is interested in serving as a mentor, or, if your school is new to XML processing and is interested in working with a

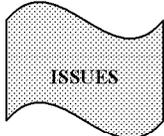


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mentor, contact the COD School Relations Center. COD will assist in connecting like schools with each other.

### Reports and Data Requests



Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Direct Loan reports and/or data requests:

- Direct Loan Rebuild File— Cannot be requested on the COD Web site. However, schools in need of this file should contact the COD School Relations Center to discuss their options. [08/25/04 (Updated 04/13/05)]
  - MPN Discharge Reports—
  - MPNs Due To Expire Reports—
  - Expired MPN Reports—
- Were sent to some schools containing an incorrect total record byte (length). COD is researching the issue and will provide updates as more information becomes available. In the meantime, schools should notify the COD School Relations Center if they suspect that this situation has occurred. [03/31/05 (Updated 04/08/05)]
- Duplicate Student Borrower Reports—
- Have not been sent to schools' SAIG mailboxes. However, these reports are available on the COD Web site. COD is currently researching performance issues related to this report. [02/09/05 (Updated 04/05/05)]

### Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Disbursements Not Displaying On COD Web Site And/Or SAS	√	



## Common Origination and Disbursement

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### Current Issues

#### **COD Incorrectly Rejecting For COD Edit 039 [12/27/04 (Updated 04/15/05)]**

COD became aware of an issue that results in schools receiving COD Edit 039 (Incorrect Award Amount) in error. This sometimes occurs when schools submit changes to awards to lower the amount to zero through either batch or online processing.

COD has made significant progress in analyzing the issue and is currently developing a code fix. COD will continue to provide updates as more information becomes available. In the meantime, please do not resubmit your records. We appreciate your patience as we work to resolve this issue.

#### **COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 04/15/05)]**

COD has identified three situations in which records are rejecting incorrectly for COD Edit 12 (No Eligible SSN, DOB, and Last Name Combination Match Found on CPS for Student). These situations are as follows:

- Schools are receiving COD Edit 12 for students with prior year Direct Loan Awards in the COD System who have since changed their name or require a change to their date of birth. The schools are attempting to submit updates to Direct Loan origination records. In the reported cases, students have updated their SARs appropriately and there are valid CPS transactions on file in the COD System.

COD is currently researching a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation, contact the COD School Relations Center.

- An award is being established in the COD System; however, a rejected response (COD Edit 12) is being sent back to the school.

COD is currently developing a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation contact the COD School Relations Center.

- When making online changes to names that contain a space rather than a character, schools are receiving COD Edit 12.

COD is aware that this is occurring and is in the process of developing a code fix to resolve this situation. At this time, there is no need to contact the COD School Relations Center to report the affected records.

COD appreciates your patience as we work to resolve these processing issues and apologizes for any inconvenience caused by these issues.



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### Some Null Tags Submitted Via Batch Not Updated In COD [09/01/04 (Updated 03/11/05)]

A null tag containing a *nil*=*"true"* attribute can be submitted for some data elements in a Common Record document to remove or delete content currently on file in the COD database. Previously, COD determined that some null tags were being accepted by the COD System, but were not appropriately updating the COD database. This meant that if a school submitted a null tag for some data elements, the COD System was ignoring it and the content on the COD database for that data element was not being removed. After implementing a code fix to allow the Verification Status Code data element to update the COD database correctly, we informed you that COD was conducting a full review of the null attribute.

Upon implementation of the 2005-2006 software (scheduled for March 18-19, 2005), the COD System will only process a null attribute (*nil*=*"true"*) for the following data elements:

- First Name, Middle Initial, Phone Number, E-mail Address, Note Message, Dependency Status Code, HPPA Indicator, Less Than Full Time Indicator, Incarcerated Indicator, Verification Status Code

For more information on how *nil*=*"true"* will update the COD database for each of these data elements, refer to Volume II, Section 3 of the 2005-2006 COD Technical Reference posted at <http://www.fsadownload.ed.gov/CODTechRef0506.htm/>.



## Common Origination and Disbursement

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## *Pell Grants*

### COD News



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<http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyserver.html>.

### **2005-2006 COD Technical Reference May 2005 Updates Now Available (05/04/05)**

The 2005-2006 COD Technical Reference May 2005 Updates are now available on the IFAP Web site at <http://ifap.ed.gov/cod/0506CODTechRefAugustDraft.html>.

If you have any questions regarding information contained in these documents, please contact the COD School Relations Center.

### **Requesting Approval To Make A Late Disbursement Beyond The 120-Day Period (05/02/05)**

Recently, through Dear Colleague Letter GEN-05-07, FSA provided guidance to schools regarding the procedures for requesting approval to make a late disbursement of Title IV aid beyond the 120-day late disbursement period. These disbursements may be referred to as "late" late disbursements.

The Dear Colleague Letter is posted on the IFAP Web site at

<http://www.ifap.ed.gov/dpccletters/GEN0507.html>. We strongly encourage schools to review this letter as it provides the most up to date procedural guidance and replaces the procedures described in the 2004-2005 Federal Student Aid Handbook.

### **All Schools Must Be COD Full Participants Beginning With 2005-2006 Award Year [08/02/04 (Updated 03/21/05)]**

Now that the 2005-2006 COD software has been implemented, COD wants to refresh the reminder that *all* schools must be Full Participants beginning with the 2005-2006 Award Year and forward. This means that *all* schools (including COD Phase-In Participants that currently submit and receive information using fixed-length, flat-file record formats) must send and receive 2005-2006 (and subsequent award year) origination and disbursement data for the Pell Grant and/or Direct Loan programs to the COD System using the Extensible Markup Language (XML) Common Record.

As FSA has previously informed schools, if a school submits 2005-2006 Pell Grant and/or Direct Loan data in fixed-length, flat-file record formats, the COD System will reject the data and the school's access to funding will be affected. If your school has not yet signed up as a Full Participant, or is experiencing difficulty with implementing a Full Participant solution, contact the COD School Relations Center immediately for assistance.

Additionally, COD is seeking current Full Participant schools that are willing to serve as mentors to schools new to XML processing. If your school is interested in serving as a mentor, or, if your school is new to XML processing and is interested in working with a mentor, contact the COD School Relations Center. COD will assist in connecting like schools with each other.



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### **Pell Grant Year-To-Date Record In Production [12/01/04 (Updated 02/09/05)]**

Pell Grant Year-to-Date (YTD) records (PGYRxxOP) are being generated and sent to schools' SAIG mailboxes. The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes.

Previously, we informed schools of three COD System issues affecting the Pell Grant YTD record and cautioned schools not to use the YTD record for rebuilding a complete student record or Pell database until the issues were resolved. At this time, two of the three issues are no longer affecting the YTD Record.

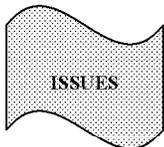
We regret that the one remaining COD System issue continuing to affect the Pell Grant YTD record has taken longer than initially expected to resolve. We continue to caution schools not to use the YTD record for rebuilding a complete student record or Pell database until the issue is resolved. The issue is as follows:

- In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions are ***currently not reflected in the YTD record and on the COD Web site***. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number. We are currently researching a code fix and cleanup plan for this issue.

**Note:** For a disbursement with this issue, if a school encounters difficulty processing further disbursement activity through its software, the activity can be performed on the COD Web site.

Schools should also refer to the Electronic Announcement that was posted on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/1130PellGrantYTDRecord.html>, for additional information on the Pell Grant YTD record. Note: The status of the YTD record will continue to be covered in the Reports and Data Requests section of this document until the COD System issue affecting the YTD record is resolved.

## **Reports and Data Requests**



Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP Web site at [www.ifap.ed.gov/](http://www.ifap.ed.gov/). There are issues with the following Pell Grant reports and/or data requests:

- Pell Year-to-Date (YTD) Records— For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of a current COD System issue affecting the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the "Pell Grant Year-To Date Record Back In Production" item in the COD News section of this document for an explanation of the issue. [10/05/04 (Updated



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02/09/05]

### Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Disbursements Not Displaying On COD Web Site	√	

### Current Issues

#### **Pell Grant Information Not Updated In NSLDS [04/06/05 (Updated 04/26/05)]**

COD transmits Pell Grant records to the National Student Loan Data System (NSLDS) on a daily basis. However, some records are not being transmitted to the NSLDS. This results in student information, such as student identifiers and awards, not being updated in the NSLDS.

At this time, COD is developing a code fix to prevent this issue going forward. Additionally, COD is developing a clean up plan to follow the code fix. The cleanup plan will involve forwarding the affected records to NSLDS in order to update the NSLDS. COD will continue to provide updates as more information becomes available. In the meantime, schools should refer to the COD Web site for the most current information on a student.

#### **Schools Unable To Import Response With A Negative Dollar Amount [02/21/05 (Updated 04/26/05)]**

As previously reported, COD learned of an issue affecting some Full Participants that have their Pell Grant Error Processing Option set to "Corrected". COD is returning to some Full Participants, Pell Grant responses with a disbursement amount corrected to a negative value in error. As a result, the affected schools are unable to import the responses. At this time, COD believes this issue is occurring when a Full Participant submits multiple disbursement adjustments for the same disbursement number within the same batch.

If a school suspects that it is experiencing this issue, contact the COD School Relations Center to report the affected Batch ID. The COD Development team is developing a code fix for this issue and will provide updates as more information becomes available.



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### **COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 04/15/05)]**

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- Schools are receiving COD Edit 12 for students with prior year Pell Awards in the COD System who have since changed their name or require a change to their date of birth. The schools are attempting to submit updates to Pell origination records. In the reported cases, students have updated their SARs appropriately and there are valid CPS transactions on file in the COD System.

COD is currently researching a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation, contact the COD School Relations Center.

- An award is being established in the COD System; however, a rejected response (COD Edit 12) is being sent back to the school.

COD is currently developing a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation contact the COD School Relations Center.

- When making online changes to names that contain a space rather than a character, schools are receiving COD Edit 12.

COD is aware that this is occurring and is in the process of developing a code fix to resolve this situation. At this time, there is no need to contact the COD School Relations Center to report the affected records.

COD appreciates your patience as we work to resolve these processing issues and apologizes for any inconvenience caused by these issues.

### **Some Null Tags Submitted Via Batch Not Updated In COD [08/31/04 (Updated 03/11/05)]**

A null tag containing a *nil="true"* attribute can be submitted for some data elements in a Common Record document to remove or delete content currently on file in the COD database. Previously, COD determined that some null tags were being accepted by the COD System, but were not appropriately updating the COD database. This meant that if a school submitted a null tag for some data elements, the COD System was ignoring it and the content on the COD database for that data element was not being removed. After implementing a code fix to allow the Low Tuition and Fees Code and Verification Status Code data elements to update the COD database correctly, we informed you that COD was conducting a full review of the null attribute.

Upon implementation of the 2005-2006 software (scheduled for March 18-19, 2005), the COD System will only process a null attribute (*nil="true"*) for the following data elements:



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- First Name, Middle Initial, Phone Number, E-mail Address, Note Message, Less Than Full Time Indicator, Incarcerated Indicator, Low Tuition and Fees, Verification Status Code

For more information on how nil="true" will update the COD database for each of these data elements, refer to Volume II, Section 3 of the 2005-2006 COD Technical Reference posted at <http://www.fsadownload.ed.gov/CODTechRef0506.htm/>.