



January 11, 2008

This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

Direct Loan Program

COD News



Impact on COD Processing January 20-21, 2008 (01/11/08)

Federal Student Aid is planning to execute a COD System maintenance activity on January 20, 2008. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity. In addition, funding requests will not be processed on January 21, 2008, the Birthday of Martin Luther King, Jr. Federal holiday.

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

COD System Maintenance

On **Sunday, January 20, 2008**, we will perform system maintenance on the COD System. The impact to COD users is outlined below.

For Grant and Direct Loan Participants—

- Users will not be able to submit or retrieve data via the COD Web site between 1:30 A.M. and 9:00 A.M. (ET).

For Direct Loan Participants—

- The [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) will be unavailable for an extended period of time from 1:30 A.M. until 11:00 A.M. (ET). During this extended period, individuals will not be able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Individuals starting the process by 12:30 A.M. (ET) will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

Birthday of Martin Luther King, Jr. Federal Holiday

Monday, January 21, 2008 is the Birthday of Martin Luther King, Jr. Federal holiday.

For Grant and Direct Loan Participants—

- The COD School Relations Center will be open.



- The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, January 21, 2008, 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 Tuesday, January 22, 2008.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday will be posted in an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP Web site\)](#).

CCRAA Policy Guidance Posted On The IFAP Web Site (01/09/08)

The Department of Education has posted [Dear Colleague Letter GEN-08-01 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). This letter discusses the major changes made to the Title IV loan and grant programs by the College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84.

For complete information, refer to [Dear Colleague Letter GEN-08-01](#). Questions on the issues discussed in the letter should be directed to John Kolotos by e-mail at john.kolotos@ed.gov or by phone at 202/502-7762.

New TEACH Grant Program Question Added To 2008-2009 FAFSA On The Web [12/24/07 (Updated 01/09/08)]

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program (TEACH Program). This program is effective beginning with the 2008-2009 Award Year and provides up to \$4,000 a year in grant assistance to students who plan on becoming a teacher and meet certain specified requirements. If a student who receives a TEACH Grant does not complete the required teaching, the grant must be repaid as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program.

Note: For policy information on all of the provisions of the CCRAA, including the TEACH Grant Program, refer to [Dear Colleague Letter GEN-08-01 posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Federal Student Aid posted [a December 21, 2007 Electronic Announcement on the IFAP Web site](#) that is the first in a series of communications intended to focus on the operational implementation of the CCRAA changes that will affect the Central Processing System (CPS), Common Origination and Disbursement (COD) System, and EDESuite. Federal Student Aid is very close to finalizing the operational changes that it must make to its Federal student aid processes and procedures to implement the provisions of the CCRAA, including the TEACH Grant Program for the 2008-2009 Award Year, and appreciates the community's patience as it completes this work. Forthcoming communications will fully explain the necessary changes and implementation schedule. All participants in the Federal student aid programs should refer to the [IFAP Web site](#) for applicable guidance and information.

In [the December 21st Electronic Announcement](#), Federal Student Aid informs the community of a new question relating to the TEACH Grant Program that has been included on the 2008-2009 Free Application for Federal Student Aid (FAFSA). For 2008-2009, this question will only be on the [FAFSA on the Web](#) application and not on the paper FAFSA. The question is intended to assist in identifying potentially eligible TEACH Grant recipients and will be available on both



the English and Spanish versions of [FAFSA on the Web](#). Please refer to [the December 21st Electronic Announcement](#) for important information about the implementation of the new TEACH Grant Program question.

G5 Web Site Registration, Training, And Contact Information (01/09/08)

As communicated in [a December 17, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), the Department of Education (the Department) has implemented Phase 1 of G5, which replaces the GAPS e-Payments functionality that was used by schools to draw down Campus-Based, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Pell Grant (Pell Grant), and William D. Ford Federal Direct Loan (Direct Loan) funds.

Information about G5 Web site (<https://www.g5.gov/>) registration, online training, and questions is provided below.

G5 Web Site Registration

All users will need to register before they can access the [G5 Web site](#). To register, first determine your user status and then complete the applicable steps outlined below.

User Who Was Previously Registered for GAPS e-Payments Functionality

- Step 1: Go to the [G5 Web site](#) at <https://www.g5.gov/>.
- Step 2: Under the yellow “Login to G5” box, click on the “Existing e-Payments user? Register Here” link.
- Step 3: Complete the information requested on the subsequent screens.

User Who Was Not Previously Registered for GAPS e-Payments Functionality or G5

- Step 1: Go to the [G5 Web site](#) at <https://www.g5.gov/>.
- Step 2: Under the yellow “Login to G5” box, click on the “Not registered? Sign Up” link.
- Step 3: Complete the information requested on the subsequent screens.

G5 Web Site Training

Training on how to use the [G5 Web site](#) and all G5 processes is available on the Web site. To access the online training, complete the following steps:

- Step 1: Go to the [G5 Web site](#) at <https://www.g5.gov/>.
- Step 2: In the blue menu bar at the top of the page, click on the “Help” link.
- Step 3: Click on the “Launch Help – Internet Explorer” link and complete the training.



Contact Information

If you have any questions about G5, contact the G5/GAPS Hotline at 888/336-8930 or e-mail G5admin@ed.gov.



Updating School Contact Information in the COD System (01/11/08)

Federal Student Aid wants to remind all schools and third party servicers that contact information in the Common Origination and Disbursement (COD) System must be kept current. Contact information is extremely important for the COD School Relations Center. Of utmost importance are e-mail addresses and mailing addresses.

- The e-mail address for the Financial Aid Administrator is used to deliver time-sensitive materials and critical COD processing information to the school.
- For a Direct Loan school, correct mailing address information ensures that Direct Loan closeout letters are delivered timely and to the correct place.

Please ensure that all contact information is updated as needed.

Submitting Updates to School Contact Information

Depending on the type of information to be updated, a school must submit updates in one of the following two ways:

1. In accordance with 34 CFR 600.21, most changes must be reported using the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs \(E-App\)](#). This includes changes to the following information:
 - School name
 - School address (including any branches and locations)
 - Names of the President (or equivalent title), Chief Financial Officer (or equivalent title), and Financial Aid Administrator (or equivalent title)
 - Telephone numbers and e-mail addresses for the above officials

Once the E-App is processed, the [COD Web site](#) is updated within 24 hours. It may take longer if there is additional information required by the School Participation Team (formerly known as the Case Management and Oversight Division).

2. Two specific changes can *only* be made via the [COD Web site](#). These are changes to the Direct Loan Officer contact information/ mailing address and the Pell Grant Officer contact information/ mailing address. To view and/or update the current contact information for these officers, complete the following steps:
 - Log in to the [COD Web site](#).
 - From the School tab, select the “Financial Aid Contact” link (located under the School Information menu). The School Financial Aid Contact Information screen displays the current information for the school.
 - Update or add new contact information by clicking on the “Update” or “Add New” button in the heading for the officer to be updated.
 - Complete the new information and submit the changes.

This information will be processed and updated immediately on the [COD Web site](#).



An [Electronic Announcement](#) with this same information is posted on the Information for Financial Aid Professionals (IFAP) Web site. If you have any questions about updating your school's contact information, contact the COD School Relations Center.

Reports and Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File— Schools in need of this file should contact the COD School Relations Center.

Current Issues

Incorrect Occurrences of COD Edit 39 (12/12/07)

Federal Student Aid has discovered an issue with COD Edit 39 (Incorrect Award Amount) being returned incorrectly at the award level for some 2007-2008 Direct Subsidized Loan records submitted to the COD System. At this time, this situation is limited to schools that submit batches containing a subsidized award and an unsubsidized award for a student with the PreProfessionalCourseworkIndicator tag in the award set to "True". In these cases, the COD System is incorrectly sending a rejected response for the subsidized award; however, the subsidized award is established on the COD System.

Federal Student Aid is working to resolve this issue and apologizes for any inconvenience it causes schools. An update on this issue will be provided after it has been resolved.

In the meantime, if a school believes that it has been affected by this issue, it should contact the COD School Relations Center at CODSupport@acs-inc.com.



ACG, National SMART Grant, and Pell Grant Programs

COD News



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ACG and National SMART Grant Resources (01/11/08)

As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs. In addition, Federal Student Aid has updated the [2006-2007 COD Technical Reference](#), the [2007-2008 COD Technical Reference](#), and posted the [2008-2009 COD Technical Reference](#). A school should refer to the [communications posted on the Information for Financial](#)



[Aid Professionals \(IFAP\) Web site](#) and to the 2006-2007, 2007-2008, and 2008-2009 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007, 2007-2008, and 2008-2009 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- Financial Award ID and Financial Award Number (Award Sequence Number)
Volume II, Section 1 “Implementation Guide”
- Citizenship and Student Level Code
Volume II, Section 1 “Implementation Guide”
- Message Classes
Volume II, Section 2 “Message Classes”
- Common Record Layout
Volume II, Section 3 “Common Record Layout”
- Reports Generated by COD System
Volume VI, Section 8 “COD Reports”
- Eligibility/Payment Reason and Rigorous High School Program Code for ACG
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”
- Major/Classification of Instructional Program (CIP) Code for National SMART Grant
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”

If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

Note for EDEExpress Users: Volume III of the 2006-2007, 2007-2008, and 2008-2009 COD technical references provides additional guidance for schools that use EDEExpress in combination with another system. If your school needs help locating information related to EDEExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at CPSSAIG@ed.gov.