



February 15, 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 February 16-18, 2008 (02/08/08)

Federal Student Aid is planning to execute a COD System maintenance activity during the period February 16, 2008 through February 17, 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 February 18, 2008, the Washington's Birthday Federal Holiday.

An explanation of how the COD System maintenance 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

During the period *Saturday, February 16, 2008 through Sunday, February 17, 2008*, we will perform routine 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 10:00 P.M. (ET) on Saturday, February 16, 2008 and 4:00 P.M. (ET) on Sunday, February 17, 2008.
- Federal Student Aid will suspend COD batch processing beginning at 10:00 P.M. (ET) on Saturday, February 16, 2008. Records submitted after this time will be held and processed after 4:00 P.M. (ET) on Sunday, February 17, 2008.

For Direct Loan Participants—

- The [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) will be unavailable for an extended period of time from 10:00 P.M. (ET) on Saturday, February 16, 2008 until 4:00 P.M. (ET) on Sunday, February 17, 2008. 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 9:00 P.M. (ET) on Saturday, February 16, 2008 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.



Washington's Birthday Federal Holiday

Monday, February 18, 2008 is the Washington's Birthday 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, February 18, 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, February 19, 2008.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday is posted in [a February 8, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

TEACH Grant Operational Implementation Guidance – 2008-2009 ISIR Reprocessing On February 15, 2008 To Add TEACH Grant Comment Code 281 (02/12/08)

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. 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 available on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

As Federal Student Aid informed schools in Electronic Announcements posted to the [IFAP Web site](#) on December 21, 2007 and February 5, 2008, a new TEACH Grant Program question was added on the 2008-2009 [FAFSA on the Web](#) site. In [a February 11, 2008 Electronic Announcement posted on the IFAP Web site](#), Federal Student Aid informed schools that as of February 11, 2008, comment code 281 is now being added to Student Aid Report (SAR)/Institutional Student Information Record (ISIR) transactions for students who submit a new [FAFSA on the Web](#) application and answer “Yes” to the TEACH Grant question. A reprocessing of 2008-2009 ISIRs is scheduled for Friday, February 15, 2008, to add the new comment code 281 and associated comment text to records for students who previously answered “Yes” to the TEACH Grant question.

For additional information about the February 15, 2008 reprocessing for comment code 281, refer to [the February 11th Electronic Announcement](#).

As a reminder, forthcoming communications will fully explain the operational changes that Federal Student Aid 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. All participants in the Federal student aid programs should continue to refer to the [IFAP Web site](#) for applicable guidance and information.



Updating School Contact Information in the COD System (02/15/08)

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



NOTICES

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.



ACG, National SMART Grant, and Pell Grant Programs

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2007-2008 Pell Grant CFL Reduction To NAPD On February 13, 2008 (02/14/08)

On February 13, 2008, Federal Student Aid reduced the Federal Pell Grant (Pell Grant) 2007-2008 Award Year Current Funding Level (CFL) to the Net Accepted and Posted Disbursements (NAPD) for schools that had a CFL greater than their NAPD. As noted in the warning message that Federal Student Aid sent to affected schools on January 28, 2008, this action was taken because the majority of disbursements for the first payment period of the 2007-2008 Award Year should have already been submitted to the COD System for processing. This reduction affected approximately 370 schools.

A school affected by the February 13, 2008 Pell Grant CFL reduction to NAPD will be impacted as follows:

- Receive a text message (PGTX08OP Message Class) in the school's Student Aid Internet Gateway (SAIG) mailbox notifying the school of the reduction.
- Receive a new Electronic Statement of Account (ESOA) that reflects the reduction.
- See a change in the school's Pell Grant CFL that reflects the reduction.

If an affected school has additional 2007-2008 disbursements to submit to the COD System, it should do so as soon as possible. As a reminder, a school must set the Disbursement Release Indicator (DRI) to "True" in order to fund an actual Pell Grant disbursement; this does not happen automatically. Upon acceptance of the disbursements, the school's 2007-2008 Pell Grant CFL will be increased.

Note: An affected school that has drawn down funds in the G5 System but that has not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

If you have any questions regarding the 2007-2008 Pell Grant CFL reduction to NAPD, contact the COD School Relations Center.

TEACH Grant Operational Implementation Guidance – 2008-2009 ISIR Reprocessing On February 15, 2008 To Add TEACH Grant Comment Code 281 (02/12/08)

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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 available on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

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new [FAFSA on the Web](#) application and answer “Yes” to the TEACH Grant question. A reprocessing of 2008-2009 ISIRs is scheduled for Friday, February 15, 2008, to add the new comment code 281 and associated comment text to records for students who previously answered “Yes” to the TEACH Grant question.

For additional information about the February 15, 2008 reprocessing for comment code 281, refer to [the February 11th Electronic Announcement](#).

As a reminder, forthcoming communications will fully explain the operational changes that Federal Student Aid 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. All participants in the Federal student aid programs should continue to refer to the [IFAP Web site](#) for applicable guidance and information.

New NSLDS Fields For ACG And National SMART Grant To Be Zero-Filled On 2008-2009 ISIRs Until Implementation Of COD System Functionality (02/04/08)

In a [February 4, 2008 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), Federal Student Aid alerted schools that 2008-2009 Institutional Student Information Records (ISIRs) are currently being sent with zeroes in new fields specific to the Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant). The new fields are Scheduled Award Amount, Percent Eligibility Used by Scheduled Award (EU), and Total Percent Eligibility Used by Academic Year Level (TEU). Information for up to three ACG and National SMART Grant awards is displayed on the 2008-2009 ISIR.

Note: Only the new fields are zero-filled. ACG and National SMART Grant history continues to display on the ISIR.

As described in the [2008-2009 COD Technical Reference](#), the Common Origination and Disbursement (COD) System will calculate these amounts for all award years after the 2008-2009 COD System implementation scheduled for March 15, 2008. After the calculation is performed by the COD System, the data will be passed to the National Student Loan Data System (NSLDS) and then on to the Central Processing System (CPS), which in turn will provide the data on the ISIR. The specific schedule for when this data will display on the ISIR is as follows:

- **For 2006-2007 and 2007-2008 ACG and National SMART Grant awards**, the new data will display on the ISIR shortly after the March 15, 2008 COD System implementation. When this occurs, the new data will also be available on the COD and NSLDS Web sites.
- **For 2008-2009 ACG and National SMART Grant awards**, the new data will display on the ISIR after the first actual disbursement for a 2008-2009 award has been accepted by the COD System. When this occurs, the new data will also be available on the COD and NSLDS Web sites.

For information about the location of the new fields in the NSLDS section[0] of the 2008-2009 ISIR, refer to [the February 4th Electronic Announcement](#).

If you have any questions about 2008-2009 ISIRs, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at CPSSAIG@ed.gov. For more information regarding the calculation of the new ACG and National SMART Grant fields, refer



to the [2008-2009 COD Technical Reference](#) and to forthcoming IFAP Electronic Announcements about the 2008-2009 COD System implementation.



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NEW!

ACG and National SMART Grant Resources (02/15/08)

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 EExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at CPSSAIG@ed.gov.

Grant Reports And Data Requests



NOTICES

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.

- 2006-2007 Pending Disbursement Lists—

On February 10, 2008, Federal Student Aid sent duplicate Pending Disbursement Lists (Message Class PGPD07OP) to some schools' Student Aid Internet Gateway (SAIG) mailboxes. Federal Student Aid apologizes for any inconvenience this may cause schools. (02/13/08)