



COD Processing Update For Pell Grants

April 29, 2005

Pell Grants

COD News



Unlocking And Resetting COD Web Site Passwords (04/29/05)

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, 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 COD Processing Update www.cod.ed.gov



COD Processing Update For Pell Grants

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.

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>

2004-2005 Pell Grant Deobligation Due To Verification Status "W" (04/22/05)

On April 21, 2005, the COD System deobligated 2004-2005 Award Year Pell Grant disbursements that did not have a verification status updated from "W" to a valid status of "V", "S", or "Blank". As noted in the warning message that we sent to affected schools on March 30, 2005, these disbursements were considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. This deobligation affected Pell Grant disbursements at approximately 361 schools.

A school affected by the April 21, 2005 deobligation will:

- Receive a PGTX (PGTX05OP message class) file in the school's SAIG mailboxes indicating the number of students and total amount of the decrease;
- Receive a system-generated negative disbursement file (COMRECOP message class/ND document type for Full Participants and PGDA05OP message class/ # G batch type for Phase-in Participants);
- Receive a new Electronic Statement of Account (ESOA) that reflects the decrease; and
- See a change in the school's Current Funding Level (CFL) that reflects the deobligated disbursements.

Note: A school that did not have students with a verification status of "W" on April 21, 2005 will not be affected by this deobligation process.

If verification has been completed as required or is not required and a school believes a student's 2004-2005 disbursement should not have been reduced to zero, the school must complete the following steps in this order:

- 1) The school must send an update to the verification status of the award, and the update must be accepted by the COD System.
- 2) Once the verification status is updated to "V", "S", or "Blank", the actual disbursement (DRI = true) for the correct amount may be submitted to the COD System for processing.

Note: Full Participants can perform steps 1 and 2 in the same submission to the COD System if reported in the same student record.



COD Processing Update For Pell Grants

If the verification status for a student's award continues to be "W", do *not* resubmit the disbursement to the COD System. If the disbursement is resubmitted, it will be rejected by the COD System.

Reminder for EDEExpress Schools: Due to an issue that resulted in EDEExpress-reported verification status codes not being reflected in the COD System, all schools using EDEExpress to export Pell Grant records to the COD System *must* reconcile the verification status recorded in their EDEExpress databases for each Pell Grant award with the verification status accepted in the COD System. If an EDEExpress school has not yet completed this reconciliation, it should refer to the electronic announcement posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/1220EDEExpressPellCODVerifStatus.html> for detailed step-by-step instructions.

If you have any questions regarding the deobligation of disbursements due to verification status "W", contact the COD School Relations Center at 800/4PGRANT. You may also e-mail CODSupport@acs-inc.com.

Program File Available For Download To Resolve Pell Grant Print Issue In EDEExpress For Windows 2004-2005, Release 2.1 (04/22/05)

CPS/SAIG Technical Support has recently announced the posting of a program file to the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site (located at <http://fsadownload.ed.gov/>) to resolve a Pell Grant Print software issue in EDEExpress for Windows 2004-2005, Release 2.1.

COD encourages schools to read the Electronic Announcement posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0421ResolvePellPrintIssue.html> for detailed information.

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



COD Processing Update For Pell Grants

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

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/. 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



COD Processing Update For Pell Grants

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 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 Processing Update For Pell Grants

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.

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.

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



COD Processing Update For Pell Grants

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:

- 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/>.