



## Common Origination and Disbursement

# COD Processing Update

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September 30, 2005

## *Direct Loan*

### COD News



**UPDATED!**

#### **End Of Federal Fiscal Year-Impact On Pell Grant And Direct Loan Funds Availability [09/23/05 (Updated 9/28/05)]**

As the Department previously reminded the community, September 30, 2005 marks the end of the Federal fiscal year for the Department. Some of the Department's core financial systems, including the Grant Administration and Payment System (GAPS), are on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2005. The Department has determined that additional time is needed to complete this necessary work. Accordingly, the Department has updated the impact information that it provided earlier this month. An updated Electronic Announcement is posted on the IFAP Web site at

<http://www.ifap.ed.gov/eannouncements/0928EndofFederalFY2005Update.html>.

Please share the following updated information with the appropriate staff at your school or organization:

- **Friday, September 30, 2005 through Monday, October 3, 2005**--The COD System will accept Pell Grant and Direct Loan disbursements, but CFL changes and funding will not be processed by EDCAPS/GAPS until Tuesday, October 4, 2005.

All actual disbursements with a disbursement date from September 30, 2005 through October 4, 2005 must be received and accepted by the COD System ***no later than 10:00 A.M. (ET) on Thursday, September 29, 2005***, in order for them to be included in the drawdown prior to the shutdown. Disbursements submitted after this time and disbursements with a disbursement date after October 4, 2005 will be funded after EDCAPS/GAPS re-opens on October 4, 2005.

Thank you for your patience and understanding as the required activities are completed.

#### **Updated Procedures For Requesting Approval To Make A Late Disbursement Beyond The 120-Day Period (09/30/05)**

The Department has updated the procedures for requesting approval to make a late disbursement of Title IV aid beyond the 120-day late disbursement period ("late" late disbursement). Dear Colleague Letter GEN-05-13, posted on the IFAP Web site at <http://ifap.ed.gov/dpclatters/GEN0513.html>, communicates the updated procedures.



**NEW!**



# COD Processing Update



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## Unlocking And Resetting COD Web Site Passwords (09/30/05)

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.

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/0316UpdatedCODWebsiteaccessforthirdpartyserver.html>.



## Common Origination and Disbursement

# COD Processing Update

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### Changes To Direct Loan Publications Fulfillment Process (09/23/05)

As explained in DLB 05-15, FSA has moved the fulfillment process for Direct Loan publications into the Department of Education's publication ordering system, ED Pubs. **Through September 30, 2005**, schools may continue to order Direct Loan publications through the COD School Relations Center or download many of the Direct Loan publications from the Direct Loan Web site at

<http://www.ed.gov/offices/OSFAP/DirectLoan/index.html>.

However, **beginning October 1, 2005**, schools must order Direct Loan publications directly through ED Pubs. Additional information about publications ordering is posted on the IFAP Web site at <http://www.ifap.ed.gov/dlbulletins/DLB0515.html>.

### Hurricane Information (09/14/05)

FSA has established a link on the IFAP Web site,

<http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

## 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.

### Delay In Availability Of COD Web Site Reports [08/01/05 (Updated 09/22/05)]

COD previously reported an issue with generating reports on the COD Web site that began on July 28, 2005. Schools that attempted to retrieve some reports from the COD Web site received the error message "Application Error." This issue did not affect sending reports to schools' SAIG mailboxes.

COD has restored the report functionality on the web, and schools no longer receive the error message. However, COD Web site reports generated prior to July 28, 2005 will not be displayed on the web. ***If your school needs a web report that was generated prior to July 28<sup>th</sup>***, notify the COD School Relations Center via e-mail ([CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com)). In follow up, COD will send the report to your school via e-mail. In order for your request to be processed successfully, please include "Report Request" in the subject line of your e-mail and the following information in the body of your e-mail:

- School Name
- School ID
- E-mail Address
- Report Name
- Award Year



## Common Origination and Disbursement

# COD Processing Update

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- Report Date
  - Program (Pell Grant or Direct Loan)

Note: For Funded Disbursement List requests, please include the Batch ID and dollar amount associated with the report.



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 and Volume VI, Section 8 of the 2005-2006 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—

Schools in need of this file should contact the COD School Relations Center.  
[08/25/04 (Updated 07/12/05)]



# COD Processing Update

## *Pell Grants*

### COD News

**UPDATED!**

#### **End Of Federal Fiscal Year-Impact On Pell Grant And Direct Loan Funds Availability [09/23/05 (Updated 9/28/05)]**

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Thank you for your patience and understanding as the required activities are completed.

**REMINDER!**

#### **2004-2005 Pell Grant Processing Deadline Is September 30, 2005 (09/23/05)**

The deadline for electronically transmitting Pell Grant records for the 2004-2005 Award Year to COD is ***Friday, September 30, 2005***. To meet this deadline, your school's transmissions must be completed by midnight (in your local time zone) on September 30, 2005. For additional information about the deadline, refer to the announcement posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0906PellProcDeadline.html>. For details regarding extended deadlines for schools affected by Hurricane Katrina, refer to the guidance posted on the IFAP Web site at

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# COD Processing Update

**NEW!**

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### **Pell Grant Year-To-Date Record [12/01/04 (Updated 09/20/05)]**

The Pell Grant Year-to-Date (YTD) Record (PGYRxxOP) can be used to assist a school with its year-end and ongoing reconciliation processes. FSA has posted an Electronic Announcement on the IFAP Web site (<http://ifap.ed.gov/eannouncements/0919PellGrantYTDProcedures.html>) that explains in full the procedures for requesting a YTD Record. There are two procedures—the existing one for requesting the YTD Record for reconciliation purposes and a new one for requesting the YTD Record for rebuild purposes. At this time and until further notice, both procedures apply to YTD Record requests for all award years. This includes the 2002-2003, 2003-2004, 2004-2005, and 2005-2006 award years.

Due to a COD System issue that continues to affect the YTD Record and that has taken longer than expected to resolve, we have established a new procedure to request the YTD Record for rebuild purposes. ***The new procedure for requesting a YTD Record for the purpose of rebuilding a student record or Pell Grant database is as follows:***

If a school wants to use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database, it should contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include “Pell YTD” in the subject line.

**Note:** If a school is unable to e-mail its request, it can contact the COD School Relations Center.

Following receipt of the school's request, the COD School Relations Center will initiate a YTD Record and inform the school that it has done so. At this point, COD will send a YTD record to the school's SAIG mailbox (Message Class PGYRxxOP); however, the school ***must not use the YTD Record for rebuild purposes until the COD School Relations Center informs the school that it is okay to do so.*** COD will check the YTD Record to ensure its accuracy for rebuild purposes. The COD School Relations Center will notify the school upon completion of this quality check whether the school may rely on the information or must wait for COD to send a revised and complete YTD Record.

### **Hurricane Information (09/14/05)**

FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.



## Common Origination and Disbursement

# COD Processing Update

### Reports and Data Requests

#### NOTICES

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- School Name
- School ID
- E-mail Address
- Report Name
- Award Year
- Report Date
- Program (Pell Grant or Direct Loan)

Note: For Funded Disbursement List requests, please include the Batch ID and dollar amount associated with the report.

#### ISSUES

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 and Volume VI, Section 8 of the 2005-2006 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 PGRxxOP). The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. We have established a new procedure to request the YTD



## Common Origination and Disbursement

# COD Processing Update

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Record for rebuild purposes. See the "Pell Grant Year-To-Date Record" item in the COD News section of this document for an explanation of the new procedure. [10/05/04 (Updated 09/20/05)]

### 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>
Pell Grant Information Not Updated In NSLDS	√	