COD Processing Update

September 22, 2017
NEWS/UPDATES

- **Impact on COD Processing September 23-24, 2017 (9/19/17)**

Federal Student Aid is planning several system maintenance activities on September 23-24, 2017. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

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

Extended COD System Maintenance

From 9:00 P.M. (ET) on Saturday, September 23, 2017 until 6:00 P.M. (ET) on Sunday, September 24, 2017—

- Users will not be able to submit or retrieve data via the COD Web Site.
- Users will not be able to access the COD Reports area of the COD Web Site.
- An individual will not be able to complete any actions or view loan correspondence via the StudentLoans.gov website. This includes, but is not limited to, signing master promissory notes, completing counseling, completing any TEACH Grant processing flows, or submitting Loan Consolidation applications or Income-Driven Repayment Plan requests.
- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System or the StudentLoans.gov website, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support and the TFA Support Center at 800/330-5947 or by email at CPSSAIG@ed.gov.

- **REMINDER - Direct Loan Origination Fees Change October 1, 2017 (9/12/17)**

As a reminder, the origination fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans (for both parent and graduate student borrowers) change as of October 1, 2017. Additional operational guidance is provided in a June 19, 2017 Electronic Announcement.

Schools should review these communications and review their systems and Direct Loan records to ensure the correct origination fee is being used.

- **FY 2018 Sequester Required Changes to the Title IV Student Aid Programs (9/11/17)**

On June 19, 2017, the Department of Education posted updated information about the impact of sequestration on the Title IV Student Aid Programs. For more information, refer to the June 19, 2017 Electronic Announcement posted on the IFAP website.

- **End of Federal Fiscal Year 2017 – Impact on Funds Availability (9/11/17)**

Friday, September 29, 2017 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including G5, will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2017. These interruptions will impact how the Common Origination and Disbursement (COD) System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- *Friday, September 29, 2017 through Sunday, October 2, 2017 –* The COD System will accept Federal Pell Grant (Pell Grant), Iraq and Afghanistan Service Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 8:00 A.M. (ET) on Friday, September 29, 2017, Current Funding Level (CFL) changes (as a result of actual disbursements) and funding will not be processed until G5 re-opens.

  All actual disbursements with a disbursement date from September 29, 2017 through October 1, 2017 must be received by the COD System *no later than 8:00 A.M. (ET) on Friday, September 29, 2017,* and subsequently accepted by the COD System, in order to generate the appropriate funding level increase prior to the G5 shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 1, 2017 will be funded once G5 re-opens.

- *9:00 P.M. (ET) on Friday, September 29, 2017 through 5:00 P.M. (ET) on Sunday, October 1, 2017 –* The G5 website will not be available. Schools will not be able to draw down Pell Grant, Campus-Based, Iraq and Afghanistan Service Grant, TEACH Grant, or Direct Loan funds during this period. Schools will be able to draw down under their existing authorizations after 5:00 P.M. (ET) on Sunday, October 1, 2017.

- **Additional TEACH Grant Closeout Information for 2016-2017 Award Year (9/11/17)**

In a June 6, 2017 Electronic Announcement, we provided Teacher Education Assistance for College and Higher Education (TEACH) Grant Closeout information for the 2016-2017 Award Year. This

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announcement provides additional information to supplement the previous guidance. As a reminder, to be considered successfully closed out, a school must—

- Have an Ending Cash Balance (Net Drawdowns – Total Net Booked Disbursements) of $0 and Total Net Unbooked Disbursements of $0, as reflected on its TEACH Grant School Account Statement (SAS) Report.

For detailed information about TEACH Grant Closeout for the 2016-2017 Award Year, refer to the September 8, 2017 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) website.

- **Pell Grant and Iraq and Afghanistan Service Grant 2016-2017 Award Year Processing Deadline (9/11/17)**

The Federal Pell Grant (Pell Grant) Program regulations at 34 CFR 690.83(a) establishes the deadline by which a school must submit student payment data each award year. The data must be submitted to the Department of Education (the Department) by September 29th following the end of the award year in which the Pell Grant or Iraq and Afghanistan Service Grant is made.

As required by regulations, and consistent with the "Deadline Dates for Reports and Other Records for the 2016-2017 Award Year" the final deadline for electronically transmitting Pell Grant and Iraq and Afghanistan Service Grant records for the 2016-2017 Award Year to the Common Origination and Disbursement (COD) System is *Friday, September 29, 2017*. The notice was originally published in the Federal Register on April 4, 2016.

Although the final processing deadline for the 2016-2017 Pell Grant and Iraq and Afghanistan Service Grant awards is September 29, 2017, existing regulations for drawing/returning funds and reporting disbursements supersede this deadline. By meeting these regulatory requirements, a school should be able to fully reconcile to a zero Cash > Net Accepted and Posted Disbursements (NAPD) balance (Net Drawdowns = NAPD) shortly after making final disbursements for the award year, rather than waiting for the September 29, 2017 final processing deadline.

Additional information is posted in a September 8, 2017 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) website.

- **COD System Changes to School Reports to be Implemented on October 13-15, 2017 (8/11/17)**

During the period October 13-15, 2017, Federal Student Aid plans to implement COD System changes specific to school reports. The changes are being made to upgrade the COD Reporting database platform (the current platform will soon be obsolete). Federal Student Aid will also make changes to the format and delivery of some of the reports. Several reports will be retired completely. Federal Student Aid encourages schools to review the summary of changes and work with their technology

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support teams or software vendor to determine the impact to their systems in advance of October 15, 2017.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loans-related issues at this time.

GRANTS

There are no Grants-related issues at this time.

WEEKLY REMINDERS

Keep School Contact Information Current in the COD System (9/22/17)

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site.

How to Access Information from the COD Web Site File Share (9/22/17)

As a reminder, Federal Student Aid shares student-specific information through uploaded files via the COD Web Site. We upload these files to the File Share section of the "File Share & Messages" page of the COD Web Site. Authorized school users are able to view and download the customized documents from the COD Web Site. Schools can access the "File Share & Messages" page by completing the following steps:

1) Log in to the COD Web Site.

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2) Click on the "School" tab.

3) Enter the required school identifiers and click on "Search." This will open the "School Summary Information" page.

4) Click on the "File Share/Messages" link on the left-hand side of the page to open the "File Share & Messages" page.

From the File Share section of the page, an authorized COD Web Site user will see a list of uploaded files. A user will click on the "Download" icon to download the File Share document to his or her computer. ***Note:*** Authorized school users are able to view and download the customized documents from the COD Web Site for a limited period of time.

The COD Web Site will only display File Share documents associated with the school's Entity ID. If there are no files uploaded for a school, the File Share list will be blank. Schools will be notified via email (or in some cases via a phone call) when a File Share document is available.