

COD Processing Update

December 23, 2016

NEWS/UPDATES

- **2016-2017 COD System Peak Processing Reminders (12/16/16)**

In January 2017, we will begin another peak processing period for the 2016-2017 Award Year.

In a [December 13, 2016 Electronic Announcement](#) on the IFAP website, Federal Student Aid provides COD System peak processing reminders to assist schools with planning and processing.

Thank you for your patience and understanding during this peak processing period.

- **William D. Ford Direct Loan Program Reconciliation (12/16/16)**

In a [November 22, 2016 Electronic Announcement](#), Federal Student Aid provided specific information to assist schools in reconciling the William D. Ford Direct Loan (Direct Loan) Program. Direct Loan Reconciliation is the process by which a school reviews and compares Direct Loan data recorded on the Department of Education's (the Department's) systems with the information in the school's internal records. Both the Financial Aid Office and Business Office should review the information.

For more information about Direct Loan reconciliation, refer to the [December 14, 2016 Electronic Announcement](#) posted on the IFAP website.

- **Revised Paper MPNs for Direct Sub/ Unsub/ PLUS Loans (12/16/16)**

Federal Student Aid is pleased to announce the availability of a revised Master Promissory Note (MPN) for Federal Direct Stafford/Ford Loans and Federal Direct Unsubsidized Stafford/Ford Loans (Direct Subsidized/Unsubsidized Loan MPN), as well as for Federal Direct PLUS Loans (Direct PLUS Loan MPN). Detailed implementation guidance for schools that will **print and use paper versions** of the revised Direct Subsidized/Unsubsidized Loan MPN and Direct PLUS Loan MPN is provided in an [December 15, 2016 Electronic Announcement](#) posted on the IFAP website.

- **Schools Must Process Drawdown In G5 To Receive Pell ACA Pymts (10/20/16)**

There are a number of schools that have not drawn down their Pell Grant Administrative Cost Allowance (ACA) payments for the 2014-2015 Award Year and/or the 2015-2016 Award Year.

Federal Student Aid would like to remind schools that their calculated Pell Grant ACA payment is posted in G5 as an Available Balance in the school's ACA G5 Award Number, P063Q14#### for the

2014-2015 Award Year and P063Q15#### for the 2015-2016 Award Year. **A school must sign in to the G5 website and process a drawdown transaction in G5 to receive the funds.**

For more information about this change, refer to the [January 27, 2016 Electronic Announcement](#) that is posted on the IFAP website.

- **Operational Guidance on COD Reporting of Pell Grant Overpayments (9/7/16)**

Federal Student Aid recently reviewed Federal Pell Grant (Pell Grant) data in the Common Origination and Disbursement (COD) System and determined that some schools are incorrectly adjusting Pell Grant information due to a Pell Grant overpayment. Incorrect adjustments to Pell Grant information for overpayments may result in a student receiving more Pell Grant funds than he or she is eligible to receive and can result in an audit finding for a school.

In a September 6, 2016 Electronic Announcement and its attachment posted to the IFAP Web site, Federal Student Aid reminds schools when to report Pell Grant overpayments to the National Student Loan Data System (NSLDS) and when to make adjustments to Pell Grant information in the COD System. For complete information, refer to the September 6th Electronic Announcement.

CURRENT ISSUES

DIRECT LOANS

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

GRANTS

There are no Grants-related issues at this time.

Keep School Contact Information Current in the COD System (12/23/16)

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.](#)