April 24, 2009

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.

Grant Programs
ACG, National SMART Grant, Pell Grant, and TEACH Grant

COD News

2008-2009 ACG Deobligation Due to No Corresponding Pell Grant Warning Message (04/23/09)
On April 21, 2009, Federal Student Aid began processing a message to schools that have reported 2008-2009 Academic Competitiveness Grant (ACG) actual disbursements for a student who does not have a 2008-2009 Federal Pell Grant (Pell Grant) actual disbursement recorded in the COD System. The message is a warning that these disbursements will be considered overawards and reduced to a zero dollar amount ($0.00), even if the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on May 5, 2009.

Federal Student Aid sent the April 21, 2009 warning message to schools' Student Aid Internet Gateway (SAIG) mailboxes in the message class AGTX09OP. Additionally, Federal Student Aid sent a file of student records reported to the COD System that do not have a corresponding 2008-2009 Pell Grant actual disbursement in the Reconciliation Report message class AGRC09OP. Schools that receive the warning message should review the accompanying Reconciliation Report and, if applicable, report 2008-2009 Pell Grant disbursements for affected students before May 5, 2009.

Note Regarding Exception Process for No Corresponding 2008-2009 Pell Grant Due to R2T4 Calculation:

Some of the student records included in the Reconciliation Report may be for students who do not have a corresponding Pell Grant for the 2008-2009 Award Year due to the documented full repayment of the Pell Grant as a result of a Return of Title IV Funds (R2T4) calculation. A school can inform Federal Student Aid of the student records to which this exception applies by calling the COD School Relations Center by May 1, 2009. A customer service representative will collect the following information from the school via the phone:

- School's Name

- School's Pell ID and G5 Award Number

- Student's First and Last Names

- Student's Social Security Number (SSN)

- Student's Grade Level

- ACG Award ID

- ACG Award Amount

- ACG Award Year-to-Date Disbursement Amount

Upon notification that an R2T4 exception applies, Federal Student Aid will exclude the applicable student records from the reduction scheduled for May 5, 2009.

For complete information, refer to the April 22, 2009 Electronic Announcement posted on the Information For Financial Aid Professionals (IFAP) Web site. If you have questions about the warning message or need to report an R2T4 exception (by May 1, 2009 as explained above) contact the COD School Relations Center.

COD System Maintenance Planned For Sunday, April 26, 2009 (04/22/09)
The COD System will undergo routine maintenance on Sunday, April 26, 2009 from 1:30 A.M. until 9:00 A.M. (ET). 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. 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. An explanation of how this activity will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

COD Web Site and System

- Users will not be able to submit or retrieve data via the COD Web site between 1:30 A.M. and 9:00 A.M. (ET).

- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).

- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Direct Loan Electronic Master Promissory Note Web Site

- An individual will not be able to complete a new MPN electronically or retrieve an existing MPN that was completed electronically via the Direct Loan Electronic Master Promissory Note (MPN) Web site between 1:30 A.M. and 11:00 A.M. (ET).

  An individual starting the process by 12:30 A.M. (ET) will be able to complete his or her MPN before the Web site becomes unavailable. An individual 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.

TEACH Grant Agreement to Serve Web Site

- An individual will not be able to complete a new ATS electronically or retrieve an existing ATS via the TEACH Grant Agreement to Serve (ATS) Web site between 1:30 A.M. and 11:00 A.M. (ET).

  An individual starting the process by 12:30 A.M. (ET) will be able to complete his or her ATS before the Web site becomes unavailable. An individual 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 ATS.

Contact Information

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, the Direct Loan Electronic MPN Web site, or the TEACH Grant ATS Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.

Resolved Issues

Described below are "Current Issues" that have been resolved. If a clean up is required, the title of the issue will then be moved to "Resolved Issues In Clean Up."

For the full description of a resolved issue after it is removed from this section, refer to previous postings of the COD Processing Update on the IFAP Web site. The COD Processing Update is posted to the IFAP Web site each Friday.

RESOLVED - Link on COD Web Site Welcome Page Not Working [04/02/09 (Updated 4/23/09)]
Previously, Federal Student Aid discovered that users were receiving a "Service Unavailable" message when clicking the "Click here if you are looking for more information on Common Origination and Disbursement" link located on the Welcome page of the COD Web site. Clicking on this link brings up a separate window that gives users access to files related to the COD System and Processes.

Users can also access these files by clicking on the Login button from the COD Web site Welcome page and then by clicking on the "Today's Update" link located along the bottom bar on the COD Login screen.

Federal Student Aid has completed its work and implemented a code fix to resolve this issue. We apologize for any inconvenience this may have caused schools. Thank you for your patience and understanding.

Weekly Reminders

NEW!

Sending Addresses for U.S. Territories on the Common Record or the COD Web site (04/24/09)

When submitting student or borrower addresses to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory. These addresses are considered domestic addresses and should not be submitted as a foreign address with a Country Code. If these addresses are not submitted correctly, important correspondence from the COD System and the Direct Loan Servicing Center is delayed or not received.

When a student or borrower address is located in a U.S. Territory, the address should be treated as a domestic address and submitted to the COD System as follows:

Submitting Addresses for U.S. Territories via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories
3.0b *Required for 2009-2010 Award Year and forward	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>
2.0e	<AddressForeignIndicator>false</AddressForeignIndicator> (optional) <AddressLine> <AddressCity> <AddressStateProvinceCode> <AddressPostalCode>	<AddressForeignIndicator>true</AddressForeignIndicator> <AddressCountryCode>

Submitting Addresses for U.S. Territories via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as "Blank".

A complete list of State Codes (including U.S. Territories) is provided in Volume VI, Section 4 of the 2009-2010 COD Technical Reference. If you have questions about this information, contact the COD School Relations Center.

NEW!

COD Computer-Based Training (04/24/09)
Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the COD Web site, and associated Web sites and software products through June 28, 2008.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section on the home page, click on COD Computer-Based Training.

The components of the COD CBT are as follows:

COD System Simulations – The COD System Simulations offer lessons that explain the COD Web site screens and functionality available to a school administrator. There are 14 lessons (one with two parts) with text to guide a user through each area of the COD Web site. By entering fictitious data, the user can explore basic navigation and functions of the COD Web site and practice locating and creating information in a safe environment that includes tips for assistance.

Direct Loan Reports CBT – The Direct Loan Reports CBT includes three lessons that explain the COD reports a school can use to assist with the reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBT – The Grant Reports CBT includes three lessons that explain the COD reports a school can use to assist with the reconciliation process for Federal Pell Grant (Pell Grant), Academic Competitiveness Grant (ACG), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

eMPN Online Simulations – The eMPN Online Simulations offer a step-by-step walk through of the process for completing a Direct Loan Master Promissory Note (MPN) via the Direct Loan Electronic MPN Web site. There are three lessons with text to guide a user through student and parent aspects of the eMPN process.

Completing an Agreement to Serve (ATS) Website Simulation – The Completing an ATS Website Simulation provides a step-by-step walk through of the process for completing a Teacher Education Assistance for College and Higher Education (TEACH) Grant ATS via the TEACH Grant ATS Web site.

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include "COD CBT Question/Comment" in the subject line.

NEW!

TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (04/24/09)
The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program beginning with the 2008-2009 Award Year.

For TEACH Grant policy and operational guidance refer to the following postings on the Information for Financial Aid Professionals (IFAP) Web site:

- Final Rule published on June 23, 2008 (73 FR 35472) in the Federal Register provides the final regulations effective July 1, 2008 for the 2008-2009 Award Year.

- Dear Colleague Letter GEN-08-01 provides policy information on all of the provisions of the CCRAA, including the TEACH Grant Program.

- Dear Colleague Letter GEN-08-07 provides information on institutional eligibility for the TEACH Grant Program.

- June 19, 2008 Electronic Announcement provides information on Federal Student Aid's operational implementation of TEACH Grant Program functionality.

- June 27, 2008 Electronic Announcement provides information on the student aspects of the TEACH Grant Program that will be operational for July 1, 2008. This communication includes a "TEACH Grant Agreement to Serve (ATS) Web Site User Guide" designed to assist a student in completing his or her first electronic ATS.

- September 3, 2008 Electronic Announcement that provides information on Federal Student Aid's implementation of system functionality that supports TEACH Grant reporting functions.

- 2008-2009 COD Technical Reference and 2009-2010 COD Technical Reference provides technical information related to the processing of TEACH Grant awards.

Note: On an ongoing basis, Federal Student Aid posts updated listings of schools that are eligible to participate in the TEACH Grant Program. These listings are posted as Electronic Announcements.

NEW!

TEACH Grant – Institutional Participation Request Process Information (04/24/09)
On June 3, 2008, the Department of Education posted Dear Colleague Letter GEN-08-07 on the Information for Financial Aid Professionals (IFAP) Web site. This Dear Colleague Letter clarifies how an institution will establish eligibility to participate in the TEACH Grant Program.

For complete information about the Institutional Participation Request Process, refer to Dear Colleague Letter GEN-08-07.

- Questions about the issues discussed in the letter should be directed to Gail McLarnon by e-mail at gail.mclarnon@ed.gov or by phone at 202/219-7048.

- Questions about the participation request process should be directed to the School Participation Team for a school's state. Contact information is available on the

Electronic Application for Approval to Participate in Federal Student Financial Aid Programs (E-App) Web site.

Participation Request Process Steps – As outlined in the 10-step participation request process included in Dear Colleague Letter GEN-08-07, a school must complete Question 1, enter specified language in Section K/Question 69, and complete Section L via the E-App Web site. After completing these steps, the school must mail its signed and dated signature page to the Department of Education (the Department) per the instructions provided on the "Submit Application" page. To aid in expediting receipt of the school's signature page by the Department, the school may want to use an overnight delivery method.

Participation Request Process Follow Up – If a school does not receive a response regarding its request to participate in the TEACH Grant Program within two weeks of submitting the request, the school should contact the School Participation Team for the school's state. Contact information is available on the E-App Web site.

School Addition to ATS Web Site – Once a school is determined to be eligible to participate in the TEACH Grant Program, the school's name will be added to the TEACH Grant Agreement to Serve (ATS) Web site. As a general rule, Federal Student Aid will update the TEACH Grant ATS Web site on the Tuesday or Thursday most closely following notification of the school's eligibility. If a school has questions about the TEACH Grant ATS Web site, it should contact the COD School Relations Center.