



**April 3, 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.\*\*

## *Direct Loan Program*

### COD News

#### **Link on COD Web Site Welcome Page Not Working (04/02/09)**

Federal Student Aid has discovered that users are 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 should bring 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 is researching the cause of this issue and will provide updates as more information becomes available. We apologize for any inconvenience this issue causes schools. If you have questions about this issue, contact the COD School Relations Center.

#### **ATS/Pnote Search by Date Range Issue (04/01/09)**

Federal Student Aid has discovered when schools search for Direct Loan Master Promissory Notes (MPNs) via the [COD Web site](#) for a specified school and date range, the search results may not return all MPNs associated with that school.

The search results should include MPNs for any school associated with the MPN. Federal Student Aid has determined that unlinked MPNs are returned with the search results. However, for cases when an MPN is linked to an award from another school, the MPN is not returned with the search results. For cases when the MPN is linked to awards from more than one school, the MPN is only returned in search results for the school associated with the first linked award.

**Note:** The date range search also returns all Agreements to Serve (ATS) associated with that school.

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**Sending Addresses for U.S. Territories on the Common Record or the COD Web site (04/01/09)**

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.



### **Availability of EDEExpress for Windows 2009-2010, Release 2.0 (04/01/09)**

The U.S. Department of Education is pleased to announce the posting of EDEExpress for Windows 2009-2010, Release 2.0, on the Department's Federal Student Aid Download ([FSAdownload](http://fsadownload.ed.gov)) Web site, located at <http://fsadownload.ed.gov>.

Release 2.0 adds Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education Grant (TEACH Grant), and William D. Ford Federal Direct Loan (Direct Loan) functionality for the 2009-2010 award cycle. The Pell Grant module includes 2009-2010 origination and disbursement functionality for the Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant).

In addition to the Release 2.0 software, the following EDEExpress 2009-2010 documents are now available on the [FSAdownload](http://fsadownload.ed.gov) Web site:

- The EDEExpress for Windows 2009-2010, Release 2.0 Cover Letter
- The EDEExpress for Windows 2009-2010, Release 2.0 Desk Reference and Addendum

These documents, along with the Installation Guide for EDEExpress for Windows 2009-2010 (also available on the [FSAdownload](http://fsadownload.ed.gov) Web site), contain important information and guidance regarding EDEExpress 2009-2010 functionality that you should review.

For complete information about Release 2.0, refer to [the March 31, 2008 Electronic Announcement](#) posted on the IFAP Web site.

### **Additional System Functionality For 2009-2010 Award Year Implemented (03/30/09)**

Federal Student Aid is pleased to announce the implementation of additional COD System functionality during the period March 27-28, 2009. These system changes support the processing of Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2009-2010 Award Year. Federal Student Aid implemented all of the system changes described in [a March 20, 2009 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Thank you for your understanding and patience while Federal Student Aid completed this important activity. If you have any questions about the system changes, contact the COD School Relations Center.



## *Grant Programs*

### *ACG, National SMART Grant, Pell Grant, and TEACH Grant*

#### COD News

##### **2008-2009 Verification Status Code “W” Warning Message (04/02/09)**

On April 1, 2009, Federal Student Aid began processing a text message (PGTX09OP) as well as a Reconciliation Report (PGRC09OP) to schools that have one or more Federal Pell Grant (Pell Grant) student records still reported with a verification status code of “W”. The message is a warning that disbursements to all students with a verification status code of “W” will be considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on April 15, 2009.

##### ***Note Regarding Verification Deadline:***

Some of the student records included in the Reconciliation Report may be for students who are still within the allowable timeframe for submitting verification documentation/completing the verification process as will be specified in a forthcoming “Notice of Deadline Dates for Receipt of Applications, Reports, and Other Records for the 2008-2009 Award Year.” This notice will be published in the [Federal Register](#) and subsequently posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

Following the April 15, 2009 reduction, if a school needs additional time to complete verification for an individual student in accordance with the allowable timeframe in the [Federal Register](#) notice, the school may resubmit a disbursement record with a value greater than zero (\$0.00) until September 30, 2009. After September 30, 2009, the COD System will no longer accept “W” as a valid verification status code for 2008-2009 Pell Grant awards.

For complete information, refer to the Electronic Announcement that will be posted on the [IFAP Web site](#). If you have questions about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

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Thank you for your understanding and patience while Federal Student Aid completed this important activity. If you have any questions about the system changes, contact the COD School Relations Center.

### **2006-2007 ACG CFL Reduction To G5 Net Drawdown Warning Message (03/13/09)**

At this time, all Academic Competitiveness Grant (ACG) funds for the 2006-2007 Award Year should have been disbursed to students. In general, schools are to submit ACG disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, disbursements and disbursement adjustments for the 2006-2007





Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

### **2006-2007 CFL Reduction to G5 Net Drawdown Warning Message Sent on March 12, 2009**

On March 12, 2009, Federal Student Aid sent a message to schools that have a G5 ACG authorization, known in the COD System as Current Funding Level (CFL), for the 2006-2007 Award Year that is greater than their Net Drawdown amount reflected in the COD System and in G5. The message warns an affected school that its 2006-2007 ACG CFL will be reduced to the G5 Net Drawdown if the CFL is still greater than the G5 Net Drawdown on April 14, 2009. When the actual reduction occurs on April 14th, the school will have a reduced authorization in G5 and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

Federal Student Aid sent the March 12, 2009 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class AGTX07OP. A school that receives the warning message should review its internal records and its CFL, G5 Net Drawdown, and Net Accepted and Posted Disbursements (NAPD) reflected in the COD System as soon as possible. The school should submit all outstanding downward disbursement adjustments to the COD System and/or request any outstanding drawdown from G5 for the 2006-2007 Award Year as soon as possible but before April 14, 2009.

This same information is posted in [a March 13, 2009 Electronic Announcement on the IFAP Web site](#). If you have questions about the 2006-2007 ACG CFL reduction to G5 Net Drawdown, contact the COD School Relations Center.



### **TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (04/03/09)**

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.



### **TEACH Grant – Institutional Participation Request Process Information (04/03/09)**

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](mailto: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.