

# Volume III, Section 1 – Pell Grant Phase-In Participant Implementation Guide

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## Overview

This section provides assistance to Pell Grant Schools, Third Party Servicers, and Software Providers with implementing the COD System changes for Phase-In Participants for the 2004-2005 award year. It serves as a companion to the Volume 3, Pell Grant Phase-In Participant Message Classes, Pell Grant Phase-In Participants Fixed-Length Record Layouts, and Pell Grant Phase-In Participant Edit Codes and Descriptions.

Schools should call the COD School Relations Center with any questions concerning the material in this document. Staff is available Monday through Friday, 8 am – 8 pm Eastern Time:

- 1-800-4PGRANT (1-800-474-7268) for Pell Grant assistance

For contact information for all Federal Student Aid programs, including frequently called help lines, e-mail addresses, and Web sites, please refer to *Sources of Assistance for Schools*. You can download the *Sources of Assistance for Schools* from the FSAdownload Web site located at [FSAdownload.ed.gov](http://FSAdownload.ed.gov)

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## Award Year Specific Information

### Extended Full Participant Deadline

**2004-2005 Modification:** The Full Participant deadline has been extended from award year 2004-2005 to award year 2005-2006. Schools can continue to process as Phase-In Participants for the 2004-2005 award year.

#### *Business Rules:*

- 1) The COD System will continue to process Phase-In Participant fixed-length, flat file records for 2004-2005.
- 2) All schools will be required to process as Full Participants for the 2005-2006 award year.

### Message Class Table

Please refer to Volume III, Section 2: Pell Grant Phase-In Participant Message Classes for a complete message class table.

### Yearly Parameters

For each school year, certain parameter data is updated to display the values that will be used for that school year. Listed below are the tables that contain data that is specific to a school year.

<b>Field</b>	<b>Minimum Value</b>	<b>Maximum Value</b>
Payment Period Start Date	01/01/2004	06/30/2005
Enrollment Date	01/01/2004	06/30/2005
Date of Birth	01/01/1905	12/31/1996
Disbursement Date	06/21/2004	09/30/2009

Depending on your funding method, you are allowed to submit actual disbursement records to COD in advance of the actual disbursement date. Refer to Volume VIII, Section 2 – Funding Methods for more information on the business rules for each Funding Method and Funding Control Status.

### Pell Payment Tables

The 2004-2005 Pell Payment Tables will be available on the IFAP Web site at [www.ifap.ed.gov](http://www.ifap.ed.gov).

The 2004-2005 Pell Grant Calculation Table will be available in Volume VIII, Section 3 – Pell Grant Calculation Table.

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## Cycle Processing

### *Daily Processing Cycles*

Origination and disbursement batches are processed continuously throughout the day.

After the data is swept, it is processed in the following order:

- Originations
- Disbursements

During the second cycle, in addition to Originations and Disbursement, ESOAs are generated for schools and disbursement data is sent to NSLDS.

This schedule may be modified at times depending on the volume of data received from schools.

### *Yearly Processing Cycle*

Certain activities occur during the Award Year.

<b>Date</b>	<b>Activity</b>
April 2004	COD is ready to receive 2004-2005 Origination Records and Data Requests.
May 2004	2004-2005 Initial Authorization is run (Initial CFL).
June 2004	COD is ready to receive 2004-2005 Disbursement Records, Disbursement data starts being sent to NSLDS.
Spring 2005	The first Administrative Cost Allowance (ACA) for 2004-2005 is performed.  The Authorization amounts for 2004-2005 are reduced to the current obligation amounts.
Summer 2005	The second ACA for 2004-2005 is performed.  Deobligation for Verification Status “W” for 2004-

<b>Date</b>	<b>Activity</b>
	2005.
Summer 2006	The third ACA for 2004-2005 is performed.
October 1, 2005	Origination records and increases to Disbursements are no longer accepted after the submission deadline (September 30, 2005) except for schools that have been granted Extended Processing for 2004-2005, have received relief from this deadline via the Audit process, or are resubmitting a disbursement reduced by COD for a POP situation.

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## Edit Codes

Please refer to Volume III, Section 4 - Pell Grant Phase-In Participant Edit Codes and Descriptions for complete edit information. The following information is contained within Section 4:

- Batch Edit/Reject Codes
- Origination Edit/Reject Codes
- Disbursement Edit/Reject Codes
- Data Request Edits/Reject Codes

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## Originations

### Origination Records

The origination record establishes a student's eligibility and amount of annual Pell Grant award.

- Origination records are prepared and submitted by schools to COD.
- Origination record data is received and edited by COD to ensure that the student is eligible to receive the reported amount of Federal Pell Grant funds and to establish the student in COD's database.

After COD edits the origination data, it returns the accepted, corrected, duplicate, or rejected values for each origination record in an origination acknowledgement record. The origination acknowledgement record contains:

- Acceptance status of the record.
- Accepted or corrected value for each data item.
- Comment codes for corrections or rejections.

Origination records can be updated, if needed, when the school receives the origination acknowledgement record. Changes to the origination record which result in a reduction of the award amount may result in COD generating negative disbursements. Origination award amounts are used to verify disbursement requests.

No changes should be made to any record that has not been acknowledged.

## Submitting Origination Records

Schools using a third-party software or a mainframe to process their data can use EDconnect to send the data. EDconnect will apply the Transmission Header and Trailer and the Transmission Batch Header(s) and Trailer(s) to the batches. The third party software or mainframe must create the Grant Batch Header(s) and Trailer(s).

The software the school uses to prepare origination records should enter data in the correct origination record format. Some fields that can be entered in the origination record are required, and others are optional. The school will need to make sure the information is correct in both types of fields of the origination record for that student.

Please refer to Volume III, Section 3: Pell Grant Fixed-Length Record Layouts for complete details of the origination record layout.

**Tip:** When a Grant Batch Header fails batch-level edits, the Grant Batch Header returned provides the Legacy Batch Reject Reasons. The Batch number will also be available for viewing with COD edits on the COD web page.

Beginning in award year 2004-2005, the following data elements are optional on the Origination Record for establishing a Pell Grant Award:

- a. Academic Calendar
- b. Payment Methodology
- c. Weeks of Instructional Time used to Calculate Payment
- d. Weeks of Instructional Time in Program's Definition of Academic Year
- e. Credit/Clock Hours in Award Year
- f. Credit/Clock Hours in this Student's Program of Study's Academic Year

The COD System will **not** edit on these fields. All data submitted in these fields will be stored by the COD System and returned in the Origination Record Acknowledgement. The COD System will calculate the Scheduled Federal Pell Grant for both the Regular and Low Tuition Payment Schedules using the 'Fulltime' Pell Payment Schedule.

## *Construction*

Schools must be operational for EDE Electronic Payments Service in order to submit Federal Pell Grant origination and disbursement data via the SAIG. Schools must also have successfully submitted an application to use SAIG and been assigned a valid TG number to be eligible to submit Pell Grant electronic files. (The school/servicer point initiates an origination record batch by transmitting the following):

- **Grant Batch Header Record:** The grant batch header record reports the record length, the batch type, the school's identifying code numbers, and processing dates.
- **Origination Record:** An origination record is included for each student reported in the origination batch. All fields applicable to the recipient must be completed. No fields may be left blank unless noted in the record layout.
- **Grant Batch Trailer Record:** The grant batch trailer record reports the number of student records included in the transmission; the amount reported on this transmission; and the total number of records in the transmission.
- **Grant Batch Editing:** COD receives each origination batch from the SAIG and performs specific batch-level edits. If the submission passes all of these edits, the batch is submitted for Federal Pell Grant program processing. If a grant batch fails any of the batch-level edits, the header record is updated to indicate the reason for rejection and the header and trailer are returned to the submitting school/servicer for corrective action. None of the transaction data in the rejected batch are forwarded to the program for processing.

The grant batch reject reasons field, positions 77 – 100 of the grant batch header record, indicates the specific reject reason(s).

Each batch number may only be submitted once for processing. If the same batch number is submitted twice, it will be rejected on the second submission. If a batch is sent twice in error at the same time, both batches will be rejected. The batch number in the Grant Header and the Grant Trailer must both be changed with each new batch.

During the edit process, batches are either approved or rejected. For rejected batches, the grant header and trailer are returned immediately to the school without the detail records. The rejected grant header shall have the comment codes to notify the school why the batch was rejected. Schools must resubmit the detail records in new batches with new batch numbers after the errors are corrected. If the Pell Reporting Campus ID number in the grant header record is missing or incorrect, the batch acknowledgement cannot be returned to the school.

The grant batch reject reasons are specific to electronic processing and are different from the edit/comment codes produced in Federal Pell Grant Program processing. Grant batch reject

reasons indicate errors related to the transmission of origination and disbursement data between the school/servicer and COD. The edit/comment codes, on the other hand, apply to all Federal Pell Grant origination and disbursement processing. Rejected batch numbers can also be viewed on the COD web page with the applicable COD edit(s).

## Origination Acknowledgement Records

Origination acknowledgement records contain the data reported by the school/servicer on the origination records, edit/comment codes, and any corrections or reject reasons applied during processing of the origination records.

The school/servicer must review each origination acknowledgement batch for corrections applied and for rejects; then correct the data as required. The school/servicer corrects origination acknowledgements by transmitting a new origination record for each student whose data requires changes.

Duplicates are not rejected records, but should be reviewed by schools/ servicers for any problems or software issues.

Beginning in award year 2004-2005, SAIG has expanded the variable length Batch Number field on the SAIG Transmission batch header (O\*N05) and trailer (O\*N95) from positions 42 – 67 to positions 42 -91:

- a. Positions 42 – 61 are reserved for school use.
- b. Positions 62 – 91 are reserved for Department of Education use.
- c. COD populates positions 62 – 91 with the 30 character Batch ID on all acknowledgement records. If the school populates any data in positions 62-91 on the incoming record, COD will overwrite this data with the Batch ID on the acknowledgement record.

**Note:** EDConnect users **must** upgrade to EDConnect version 5.3 or higher in order for their records not to reject.

## Submitting a Change to an Existing Origination Record

To submit a change to an existing Origination record a new Origination record needs to be created. The new Origination record needs to have the same Origination ID and Student ID as the existing record. The field(s) that have changed need to be populated with the new value while the field(s) that have not changed need to be populated with the existing values.

### ***Origination Records with an Overpaid Status (Negative Pending)***

An origination acknowledgement with Edit 323 is an overpaid (or Negative Pending) record. This situation occurs when the origination award amount is changed to an amount less than the total amount of accepted disbursements. When a 323 edit is sent on an Origination Acknowledgement, there is also a Negative Pending Amount in positions 356-362. There are three ways to correct this situation:

- Send a negative disbursement to lower the total disbursement amount to equal the origination award amount.
- Send an origination change to increase the origination award amount to equal the total accepted disbursement amount.
- After 30 days, if either option above has not been employed, COD will create a system-generated negative disbursement reducing the disbursement amount to the award amount.

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# Disbursements

## Pell Positive Disbursements after Deadline

The COD System will not process positive disbursements after the September 30<sup>th</sup> reporting deadline of the processing year. This will prevent the funding of new, or increases to existing disbursements. FSA does allow exceptions to this rule, in specific circumstances. Exceptions include if a school has been granted Extended Processing for Pell, Audit Adjustment Status, or has had a student disbursement reduced because of POP.

### *Business Rules:*

- 1) The COD System will reject with Edit Code 417 when positive disbursements are received after September 30<sup>th</sup> of the processing year if all of the following conditions are true:

The Received Date is greater than the Award Year Processing Cycle End Date  
AND

The school has **not** been granted the status of Extended Processing or an Audit Adjustment  
AND

An Award Type for this student identifier is currently **not** in COD or the Disbursement Amount is an increase to the amount in COD  
AND

This is **not** an increase as a result of a student that had been blocked (POP) prior to the deadline and subsequently unblocked after the end of the processing cycle.

If any condition is False, COD will accept the disbursement.

- 2) Error Message for Edit Code 417 will read “Disbursement submitted after end of processing year and institution has not been granted Administrative Relief”
- 3) COD will return Edit Code 417 in the Pell Disbursement Acknowledgment.
  - a) The message class will be PGDA05OP
  - b) The Batch Type will be #D

## Disbursement Records

Disbursement records are used to report student Pell Grant disbursement data to ED. They also determine and commit the amount of Federal Pell Grant funding available to each school.

Each disbursement record must have a unique reference number (01-65). In assigning these numbers, it is recommended that schools start with number one (01) and use consecutive numbers for each additional disbursement transaction submitted to the Department for that student. (**Note:** 66-99 is reserved for ED use.)

COD receives and edits the disbursement record against accepted origination records. If an origination record match is not found, COD rejects the disbursement record. If a disbursement exceeds the Accepted Award amount for the Entire Year the record is corrected by adjusting it downwards.

Please refer to Volume, III Section 3 - Pell Grant Fixed-Length Record Layouts for complete details of the disbursement record layout.

### *General Process for Disbursements*

Schools report each payment made to an eligible student with a Disbursement Record. Schools send Disbursement Records electronically via the SAIG. Disbursement batches can be sent at the same time as Origination batches. However, to ensure that the student's Origination is processed and accepted before the Disbursement, it is recommended that Originations be batched and transmitted prior to Disbursements.

Before COD can accept a Disbursement Record, there must be an accepted Origination Record on file for the student. Any Disbursement Record received prior to receiving an accepted Origination Record will be rejected. Likewise, if Origination and Disbursement records are sent at the same time and the Origination Record is rejected, then the Disbursement Record will also be rejected.

When Disbursement Records are received, they are edited to make sure there are no errors. COD verifies that the reported disbursement amount does not exceed the student's Origination Award amount. Acknowledgements are sent back to the school for each Disbursement Record.

Once the Disbursement Records are accepted, COD submits the data to the Financial Management System (FMS). This action generates obligations and payment transactions for the Grants Administration and Payment System (GAPS). When the school's reported disbursements exceed its current authorization an ESOA is generated which increases the Pell Funds available for the school.

## Disbursement Acknowledgement Records

After processing disbursement records for a school, COD sends the school a disbursement acknowledgement. The acknowledgement provides schools with an accurate and timely status of their accepted Federal Pell Grant disbursements. With this information, schools can reconcile their disbursement records with the Department. It is recommended that schools send origination records to COD early so that records can be edited and problems resolved before disbursements are made to students.

## Changes to Disbursement Record Information

Very few items can be corrected on a Disbursement Record. However, the record layouts explain which corrections are valid. COD will not allow the student to receive more than the accepted award amount on the Origination Record. If COD calculates that the student is going to receive more than the accepted amount on the origination record, the award is either reduced or the record is rejected.

## School Changes to Disbursement Information

To correct payment amounts, it may be necessary to update the Origination Record before the school submits a new Disbursement Record. The enrollment status, COA, and EFC on the Origination Record can affect disbursement amounts on the Disbursement Record. The school should verify the accepted award amount on the Origination Record and correct the Origination Record before submitting a new Disbursement Record.

If the Origination Acknowledgements and Disbursement Acknowledgements that the school receives are accurate and there are no changes to the students' awards, the school should simply retain these records in their files. However, if the information for any student is incorrect or there are changes during the award year, the school should submit corrections.

The most frequently required changes are to COA, verification status (to update a "W"—payment without documentation), and payment amounts and dates. Other changes occur less frequently, except in cases of error. For instance, one would not expect the school's academic calendar to change during the award year.

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## Pell Grant Processing

## Deobligation of Funds due to Verification 'W'

Upon request by FSA, the COD System can send warning messages and generate CFL decreases for schools that have students with Verification Status Codes of "W" (Without Documentation).

### *Business Rules:*

- 1) Upon request by FSA, the COD System produces and sends a list of students at the School with a Verification Status of "W" and sends a warning to the School that it must take action.
  - a. The COD System lists the students with a Verification Status of "W" alphabetically by Last Name, by Attended School.
    - i. This list is sent to the school's SAIG mailbox using the following message class: PGRC050P
  - b. The text warning message indicates a date on which COD will reduce the students' YTD disbursements to zero (\$0.00) if the School has not reported to COD an acceptable Verification Status Code for each student.
    - i. This warning message is sent to the school's SAIG mailbox using the following message class: PGTX050P
  - c. Warning Message:

We have just sent you data about your students with Verification Status Code of "W" (without documentation) in a separate SAIG message class PGRC050P. This file contains a listing of all your recipients that have a "W" Verification Status Code in COD. The students are listed by attended campus and alphabetically by last name. We will reduce these students' year-to-date disbursements to zero (\$) if you do not report an acceptable Verification Status Code to us by date. After date we will no longer accept any disbursement data submitted for students with a Verification Status Code "W" in COD. According to our records you have number students with a Verification Status Code of "W". These students represent \$amount in Pell Grant payments. We will reduce your Pell Grant authorization to \$amount if you report no Verification updates to us.
- 4) After the date indicated in the warning message upon request by FSA, the COD System reduces all disbursements for students with a Verification Status of "W" to zero (\$0.00) and sends a COD system-generated negative disbursement record to the school.
  - a) The school will receive the disbursement adjustment in the PDGA050P message class.

- 5) The School's CFL is decreased as a result of the COD system-generated negative disbursement.
  - a. The school will receive a text message about the CFL decrease.
    - i. This text message is sent to the school's SAIG mailbox using the following message class: PGTX05OP
  - b. Decrease Message:

You have number student(s) with a Verification Status code of "W". These students represented \$amount in Pell Grant payments. WE DECREASED YOUR PELL GRANT AUTHORIZATION BY \$amount. You will receive a revised Statement of Account (SOA), which reflects this adjustment. You will receive a negative disbursement to each student.
  - c. The COD System sends a revised Statement of Account report to the school to reflect the CFL decrease
- 6) Once COD creates a COD system-generated negative disbursement due to Verification Status "W", the COD System does not accept any new Disbursements or upward adjustments to disbursements submitted with Verification Status of "W" for that Award.
  - a) COD will reject any new disbursements or upward adjustments to disbursements submitted with Verification Status set to W for that award with reject code 420.
- 7) The school must update the student's Verification Status for that award on the origination record and reinstate the student's disbursements by resubmitting the disbursement records.

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## Reports

### Data Request Records

Schools may request information from COD by submitting a data request. These files are Multiple Reporting, Statement of Account, Year-to-Date, Reconciliation, Verification Status Report, and Pell POP Report. COD sends the Multiple Reporting Record, Statement of Account, Verification Status Report, and Pell POP Report automatically throughout the Award Year to notify schools of changes and potential problems. Schools can also obtain this information on demand with a data request. The school must always request the Year-to-Date and Reconciliation files.

Please refer to Volume VIII, Section 8 - COD Reports for complete details of the Data Request record layout.

### ***Data Request Acknowledgement Records***

After the Data Request record is received and processed, a Data Request Acknowledgement record is sent back to the institution for each data request received.

### ***Multiple Reporting Records***

The Multiple Reporting Record (MRR) process provides information to a school about a student's origination and disbursement status at other schools and the amount of the scheduled award disbursed. This function allows schools to identify the two primary types of multiple reporting conditions: concurrent enrollment and eligibility overaward. Schools may request MRRs at any time by submitting a data request record electronically or online.

An MRR will be system-generated by COD if a disbursement record is submitted and the system detects a Potential Overaward Project (POP) condition. You can also request an MRR any time after the student record is originated. POP is a process which detects that an eligible student may receive more than the maximum Federal Pell Grant scheduled award amount at two or more schools.

### ***Multiple Reporting Record Process***

Schools prepare and submit eligible students' origination records to COD. After a school receives an Origination Acknowledgement, it may submit a data request record with a type code of "M" (for multiple). COD receives and edits the MRR data request to verify that the student has been originated at that school and that the physical layout of the record is accurate. If the record passes these edits, COD will search the database to identify all other originations and disbursements submitted by other schools for the student requested on the MRR. COD returns the data requested or rejects the request. If the request is rejected, the school receives an acknowledgement of the rejection reason.

### ***Requesting Multiple Reporting Records***

There are several options available to you when requesting an MRR. A school can submit a data request created in either EDEExpress, their own software, or on the COD Web page.

### ***POP***

After receiving an MRR, schools have 30 days to mediate with the other POP-affected school(s) and correct overpayment situations. After 30 days, if the student is still in an Overpaid status, all schools involved will receive system-generated negative disbursement. The negative disbursement will reduce all previously accepted disbursements to the student to zero for the award year.

A school may resubmit valid disbursement record(s) individually, indicating the correct disbursement date and amount the student received. If multiple schools resubmit disbursements, causing an Overpaid status again, COD will again send an MRR to all involved schools informing them of the recurring POP situation. Then after 30 days, the schools will receive system-generated negative disbursements decreasing the student's disbursements to zero. If this cyclic situation occurs, it is suggested that schools contact Customer Service for assistance in mediating and resolving the POP situation before resubmitting disbursements.

### ***Pell POP Report***

Beginning in the 2004-2005 award year, the COD system sends, on a weekly basis, the Pell POP Report to schools that have reported disbursements for students that are in or have been in a POP situation for this award year. The report lists the other Attended Schools that have reported disbursements for the student for the award year. Refer to Volume VIII, Section 8 – COD Reports for more information on the Pell POP Report.

### ***Verification Status Report***

Beginning in the 2004-2005 award year, the COD System will generate a monthly Pell Verification Status report consisting of those students with actual disbursements that have been selected by CPS for verification but for whom no verification activity has been reported to COD by the school.

### ***Reconciliation File***

The Reconciliation file is a one-record summary of the data COD has for a student. This record can be used to reconcile the school's total disbursement amount per student with COD. If the amounts do not match, information on the Reconciliation record should help to determine where the discrepancy is located.

### ***Year-To-Date (YTD) Records***

The YTD origination record for a student will show the origination information stored in the COD System, correction data, and the total amount disbursed to the student for the year.

The YTD disbursement records for the student show the accepted data for each disbursement the school reported. The YTD records show the school the information the Department has about its students, which may conflict with the school's records.

The YTD summary will show the number of recipients at the school; the number of origination and disbursement records that were accepted, corrected, duplicated, or rejected; and, for certain

edit codes, the number of times the school received that specific edit code on an acknowledgement.

### *Electronic Statement of Account (ESOA)*

The ESOA summarizes the status of a school's spending authorization versus amount expended to date for that award year. A school can send requests electronically for ESOA data batches. The request is sent via the SAIG.

There are two ways a school can receive an ESOA:

- By submitting a data request for the ESOA, or
- By COD automatically generating the ESOA.

Please refer to Volume VIII, Section 8 - COD Reports for complete details on all Pell Grant Reports.