

VOLUME II COMMON RECORD TECHNICAL REFERENCE

COMMON ORIGATION AND DISBURSEMENT
2019-2020 TECHNICAL REFERENCE



IMPLEMENTATION GUIDE	1
TABLE OF CONTENTS.....	1
IMPLEMENTATION GUIDE FOR 2019-2020	6
COMMON RECORD VALID FORMAT RULES.....	6
Common Record XML Schema Guidelines	6
2019-2020 COMMON RECORD XML SCHEMA.....	8
Maximum Length Values and Leading Zeroes	8
Empty (Blank) and Null Tags	9
DATA TYPES	11
Date Fields.....	11
Date/Time Fields	11
Year Fields	12
Year/Month Fields.....	12
Decimal Fields.....	12
Integer Fields	15
String Fields	15
Boolean Fields	15
XML Predefined Entity References	16
COMMON RECORD PROCESSING RULES	17
Document.....	17
Document Submission	17
Batch Processing	17
COD Message Classes	18
Logical Record Length Limitation.....	18
COD Receipts.....	18
Response Documents	19
Response Code	20
Storing of Reject Records	23
Document Validation.....	23
Sequence of Data Elements Required for Document Processing.....	24
Document ID Required for Document Submission	24
Duplicate Document IDs	25
Inability to Process Future-Dated Documents	25
Documents Submitted Must Contain at Least One Detailed Record.....	26
Document Submissions of One Detailed Record.....	26
Document Submissions of Multiple Detailed Records.....	27
Minimum Data Elements Required for Document Processing.....	28
Routing ID.....	42
Entity ID.....	42
Total Count in the Reported Financial Summary Complex Element.....	49
Total Award Amount Reported in the Reported Financial Summary Complex Element	51
Total Disbursement Amount Reported in the Reported Financial Summary Complex Element	51

Person Identifier	52
PLUS Rules Applied to All Award Types.....	54
PLUS Rules Applied to only PLUS Awards.....	55
Changing Student Identifier Information	59
Borrower Identifier	63
Changing Borrower Identifier Information	65
CPS Transaction Number.....	66
Student Identifier and Data Elements Matched against the CPS.....	66
Parent Identifier Matched Against the CPS and Credit Reporting Agency	70
Data Elements Pulled from the CPS	71
Citizenship Status Code Processing for Pell, TEACH and Direct Sub/Unsub	71
Note Message Field	72
Updating Phone Numbers.....	73
Student Eligibility Fields (Formerly Ability to Benefit)	74
Enrollment School Code Field.....	79
DIRECT LOAN AWARD AND DISBURSEMENT PROCESS.....	81
Utilizing Award Key for Subsidized and Unsubsidized Loans	81
Disbursement Sequence Number Required on all Disbursements	84
Disbursement Release Indicator.....	85
Establishing an Initial Direct Loan Award	86
Submitting Direct Loan Anticipated Disbursement Information	89
Generating Disclosure Statements	90
Award Level Editing	93
Disbursement Level Editing.....	96
Submitting Direct Loan Disbursement Information and Disbursement Release Indicator.....	98
Reporting Pennies in the Award and Disbursement Amount Data Elements.....	104
Calculating Direct Loan Disbursements.....	105
Origination Fee Calculation.....	108
Interest Rebate Calculation	113
Disbursement Net Amount, Disbursement Fee Amount, and Interest Rebate Amount Calculations.....	114
Updating Academic Year and Financial Award Begin and End Dates	117
Updating and Adjusting Direct Loan Disbursement Amounts and Dates.....	119
Disbursement Requirements for Award Amount Updates	121
Inactivating a Direct Loan	124
Generating Direct Loan Booking Notification Responses	125
Generating Payment to Servicer Responses	128
Loan Discharge	131
Master Promissory Notes	133
Master Promissory Note Features.....	136
Multi-Year MPN Feature.....	136
Schools Opting for Single-Year MPN Feature.....	137
Single-Year MPN Feature.....	137
Single-Loan MPN Feature (PLUS and Grad PLUS Only)	138
Electronic Master Promissory Notes (e-MPN).....	138
Master Promissory Note Printing Process.....	139
Linking an MPN to a Direct Loan Subsidized/Unsubsidized Grad PLUS or PLUS Award.....	143
Generating an Expiration Date for an MPN	151
Closing MPNs.....	152
Generating a Master Promissory Note Response.....	153
DIRECT PLUS LOAN CREDIT CHECK	166
Credit Decision Appeal Process.....	166
Credit Status Response	167

Generating Credit Status Responses.....	168
Direct PLUS Loan Award Processing with Endorser	172
SUBSIDIZED USAGE LIMIT PROCESSING.....	174
Setting the Subsidized Usage Limit Flag	174
Subsidized Usage Limit Input Fields	175
Subsidized Usage Limit Calculations and Non-Credential Teacher Certification Subsidized Usage	180
Reporting Non-Credential Teacher Certification Programs for Prior Award Years	185
Subsidized Usage Calculation Change System Generated Response	186
Required Updates/Loan Reductions	189
DIRECT LOAN CLOSEOUT	190
STUDENTLOANS.GOV WEB SITE	192
StudentLoans.gov Electronic Master Promissory Note Submission	193
Direct Loan Entrance Counseling	193
Financial Awareness Counseling.....	195
Direct Loan Exit Counseling.....	197
PLUS Credit Counseling	198
Direct PLUS Loan Requests	199
Deferment, Forbearance & Repayment Plan Forms.....	201
TEACH Grant Initial and Subsequent Counseling	201
TEACH Agreement To Serve (ATS).....	203
TEACH Grant Exit Counseling	203
PELL GRANT AWARD AND DISBURSEMENT PROCESS	206
Pell Grant Correction Edits can be treated as Rejects	206
Reporting Pennies in the Award and Disbursement Amount Data Elements	206
Establishing Pell Grant Award Information	208
Maximum Pell Eligibility for Dependents of Deceased Veterans who died in Iraq or Afghanistan after September 11, 2001	211
Disbursement Sequence Number Required on all Disbursements	212
Disbursement Release Indicator.....	213
Submitting Pell Grant Disbursement Information and Disbursement Release Indicator	214
Updating and Adjusting Pell Grant Disbursement Amounts and Dates	220
Processing System-Generated Pell Responses.....	222
Reporting Verification Status Code	224
Deobligation of Funds Due to Verification Status “W”.....	226
Negative Pending Records	228
Concurrent Enrollment.....	229
Deobligation Due to Pell LEU Exceeding 600%	230
Year-Round Pell	231
Pell Administrative Cost Allowance (ACA)	232
Pell Potential Overaward Process (POP).....	233
Business Rules for Post-Deadline Processing (Extended Processing) and POP	236
Post-Deadline Processing	237
Pell Lifetime Eligibility Used	238
Pell Grant Closeout	239
IRAQ AND AFGHANISTAN SERVICE GRANT AWARD AND DISBURSEMENT PROCESS.....	240

Establishing Iraq & Afghanistan Service Grant Award Information	241
Submitting Iraq & Afghanistan Service Grant Disbursement Information and the Disbursement Release Indicator	243
Updating Iraq & Afghanistan Service Grant Awards.....	244
Iraq and Afghanistan Service Grant Sequester-Limited Scheduled Award Amount	245
Processing System-Generated Iraq and Afghanistan Service Grant Negative Disbursement Responses.....	246
Iraq and Afghanistan Service Grant Negative Pending Records	246
Iraq and Afghanistan Service Grant Concurrent Enrollment	247
Deobligation due to Iraq and Afghanistan Service Grant LEU Exceeding 600%	247
Iraq and Afghanistan Service Grant Potential Overaward Process (POP).....	248
Iraq and Afghanistan Service Grant Lifetime Eligibility Used	252
ACADEMIC COMPETITIVENESS GRANT (ACG).....	254
NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT (SMART)	254
TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION (TEACH) AWARD AND DISBURSEMENT PROCESS	254
Overview.....	254
School Eligibility	254
Student Eligibility	255
TEACH Grant Data Will Not Be Corrected	256
Reporting Pennies in the Award and Disbursement Amount Data Elements.....	256
Creating Financial Award ID and Financial Award Number	257
Establishing TEACH Grant Award Information	258
Updating and Adjusting TEACH Grant Awards	267
Disbursement Sequence Number Required on all Disbursements	268
Submitting TEACH Grant Disbursement Information and Disbursement Release Indicator.....	269
Updating and Adjusting TEACH Grant Disbursement Amounts and Dates.....	271
TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION (TEACH) GRANT PROGRAM AGREEMENT TO SERVE.....	273
TEACH Grant Initial and Subsequent Counseling	273
TEACH Agreement To Serve (ATS).....	274
Linking an ATS to a TEACH Award.....	275
Generating an ATS Acknowledgement.....	277
TEACH Grant Closeout.....	283
USER READINESS CHECKLIST.....	284
SCHOOL PROCESSING OPTIONS	286
Promissory Note Type Option	286
Entrance Counseling Participation Option	286
Entrance Counseling Response Option.....	287
Exit Counseling Response Option	287
Financial Awareness Counseling Response Option	288
StudentLoans.gov Associated States Option	288
StudentLoans.gov School Name Display Option.....	289
StudentLoans.gov PLUS Application Award Range Option	289

PLUS Application Participation Option290
PLUS Application Acknowledgement Option290
Disclosure Statement Print Option291
Administrative Cost Allowance Option291
Pell Grant Error Processing Option292
Full or Standard Response.....292
Response Records Generated Based on Web Activities293
Common Record Response Document Length Option.....293

MESSAGE CLASSES1

TABLE OF CONTENTS.....1

COMMON RECORD MESSAGE CLASSES3

NON-PROGRAM SPECIFIC.....4

Non-Program Specific, Non-Award Year Specific.....4

Non-Program Specific, Award Year Specific.....4

PROGRAM SPECIFIC, NON-AWARD YEAR SPECIFIC.....5

Pell Message Classes.....5

Direct Loan Message Classes.....5

Teacher Education Assistance for College and Higher Education (TEACH) Grant Message Classes5

Non-Credential Teacher Certification Program Message Class5

PROGRAM SPECIFIC, AWARD YEAR SPECIFIC.....6

Pell Message Classes for 2019-2020 Data.....6

Direct Loan Message Classes for 2019-2020 Data6

Teacher Education Assistance for College and Higher Education (TEACH) Grant Message Classes for 2019-2020 Data.....6

SYSTEM-GENERATED RESPONSES FOR 2019-20207

REPORT MESSAGE CLASSES8

Pell Grant Report Message Classes.....8

Exports to COD System.....8

Imports from COD System8

Direct Loan Report Message Classes.....10

Imports from COD System10

Imports from COD System, continued11

TEACH Grant Report Message Classes12

Imports from COD System12

TEACH Exit Counseling Report Message Classes13

Import from Servicing.....13

Non Program Specific Report Message Classes14

Imports from COD System14

COMMON RECORD LAYOUT.....1

TABLE OF CONTENTS.....1

INTRODUCTION 2

FULL SCHEMA ENFORCEMENT.....4

SCHEMA VERSION 4.0C COMMON RECORD LAYOUT.....5

System-Generated Responses5

Changes to Response Block.....5

Changes to Transmission Data Block5

Changes to Pell Block 5

Changes to DLPLUS Block.....6

Changes to DLSubsidized Block.....6

Changes to DLUnsubsidized Block6

Changes to TEACH Block7

DOCUMENT INFORMATION8

ENTITY INFORMATION 11

PERSON INFORMATION 14

AWARD INFORMATION 21

DISBURSEMENT INFORMATION..... 39

RESPONSE INFORMATION..... 49

COMMON RECORD PHYSICAL LAYOUT..... 68

Line Length Limitations68

 32-kilobyte Line Length Limitation on Mainframe System 68

 9,999-byte Line Length Limitation on COD System 68

 Line Length Limitation Solution.....69

Standard 69

Coding Guidelines 70

EDITS.....1

TABLE OF CONTENTS.....1

INTRODUCTION.....2

COD EDITS.....3