

COVID-19 R2T4 Waiver Instructions for COD Reporting

Note: On Nov. 6, 2020, Federal Student Aid posted additional information about COD System changes. The information below has been revised based on the [Nov. 6, 2020 Electronic Announcement](#).

Remember, you must have “Update” access to the COD website to make these changes. If you need this access, please see your Destination Point Administrator at your institution (FAME does not have the ability to provide this access for schools).

Coronavirus Indicator for Pell Disbursements

1. Locate the student record using the Person Search option. Instructions are provided on this page of the COD website.

U.S. DEPARTMENT OF EDUCATION
COMMON ORIENTATION & DISBURSEMENT

Person School Batch Award Services Tools

Person Search

Use this screen to search for individuals. The information consists of student and borrower demographics along with details about the awards they hold. Please enter a Social Security Number or Name.

SSN OR

Entity ID COD - 9114 EDUCATORS

Name Last First MI

SEARCH

- Please enter full SSN for SSN search. (No dashes)

2. Click on the “Pell” dropdown option.

U.S. DEPART
COMMON

Person School

- ▶ Person Search
- ▼ Person Info
 - Detail
 - All Awards
 - Direct Loan
 - Pell
 - Promissory Notes
 - Counseling
 - Credit Check
 - Events
 - Correspondence
 - Disclosure Statements
 - Additional Eligibility
 - Borrower-Servicer Relationship
 - Default Search
- ▶ Counseling Search
- ▶ MPN/ATS/Manifest

- Click on the Award Amount Approved for your school. Be sure that the correct award year is selected.

Lifetime Eligibility Used: 166.666% [Full Pell LEU History](#)

Award Year: '20-'21

Grant Summary							
Awarding School	Eligibility Used	POP Flag	POP Start Date	POP End Date	Award Amount Approved	Award Amount Disbursed	Scheduled Award Amount
'20-'21	33.3333%				\$6,345.00	\$2,115.00	\$6,345.00
Percent Eligibility for '20-'21:		33.3333%			\$6,345.00	\$2,115.00	

- Now click on the Disbursements dropdown option under Award Information.



- Be sure to click on the Disbursement Number that is for the correct payment period.

Total Accepted for Actual Disbursements					\$2,115.00				
Total Accepted for Pending Disbursements					\$0.00				
Disbursements									
No.	School Enrollment Code	Accepted Amount	Date Disbursed	Date Processed	Sequence Number	Enrollment Status	CIP Code	Program CIP Code Year	Special Program
1	025	\$2,115.00	10/15/2020	10/16/2020	1	Full Time	47.0605	2020	Not Applicable

- Click the UPDATE button at the bottom of the page.

Disbursement Information	
Disbursement Date	10/15/2020
Award Amount Approved	\$6,345.00
Scheduled Award Amount	\$6,345.00
Accepted Amount	\$2,115.00
Sequence Number	1
Status	Disbursed
Date Disbursed	10/15/2020
Date Processed	10/16/2020
School Enrollment Code	02524002
Enrollment Status	Full Time
Program CIP Code Year	2020
Program CIP Code	47.0605
Payment Start Date	
Coronavirus Indicator	
Program Credential Level	02 - Associate's Degree
Special Programs	Not Applicable
Published Program Length Years	
Published Program Length Months	
Published Program Length Weeks	77
Weeks Programs Academic Year	33

UPDATE

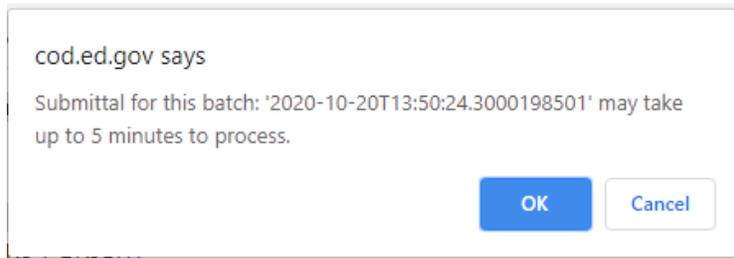


7. An eligible disbursement must have the Disbursement Release Indicator as True and the Payment Period Start Date as a date between 1/1/2018-12/31/2020. Do not update either of these fields. You may then click the Coronavirus Indicator box. VERY IMPORTANT: Before clicking the SUBMIT button, please remember once this change is made, no further updates to this record can be done.

Award Amount Approved	\$6,345.00
Scheduled Award Amount	\$6,345.00
Disbursement Number	1
Sequence Number	66
*Disbursement Date	October 15 2020
*Accepted Amount	\$2,115.00
Payment Start Date	
Coronavirus Indicator	<input type="checkbox"/>
Disbursement Release Indicator	True
School Enrollment Code	025
Special Programs	Not Applicable
*Published Program Length	77 Weeks
*Weeks Programs Academic Year	33
*Program Credential Level	02 - Associate's Degree
*Enrollment Status	Full-Time
*Program CIP Code Year	2020
*Program CIP Code	47.0605 LIST OF CIP CODES

VIEW PERSON DATA VIEW AWARD DATA CONTINUE DELETE CANCEL **SUBMIT**

8. You may receive this box after clicking SUBMIT, click OK.



9. You should receive this message in red when the update is successful.



10. Repeat these steps for each eligible Pell disbursement.

Coronavirus Indicator for Direct Loan Disbursements

1. Locate the student record using the Person Search option. Instructions are provided on this page of the COD website.



2. Click on the "Direct Loan" dropdown option.



- ▶ **Person Search**
- ▼ **Person Info**
 - Detail
 - All Awards
 - Direct Loan
 - Pell
 - Promissory Notes
 - Counseling
 - Credit Check
 - Events
 - Correspondence
 - Disclosure Statements
 - Additional Eligibility
 - Borrower-Servicer
 - Relationship
 - Default Search
- ▶ **Counseling Search**
- ▶ **MPN/ATS/Manifest**

3. Be sure the correct award year is selected and click on the correct Award ID for your school. A Subsidized loan will have an S in the Award ID and if the student has multiple Sub loans for the same award year, the sequence number at the end will either be 001, 002, 003, etc. The Type of loan is also indicated to the far right to clarify DLSUB, DLUNSUB or DLPLUS.

- All Awards
- Direct Loan
- Pell
- Promissory Notes
- Counseling
- Credit Check
- Events
- Correspondence
- Disclosure Statements
- Additional Eligibility
- Borrower-Servicer
- Relationship
- Default Search

Sum Actual Subsidized Usage Periods

Undergraduate: 2.0 [View Undergraduate Usage History](#)

Non-Credential Teacher Certification: 0.0 [View Teacher Certification Usage History](#)

[View Informed Borrowing Completion](#)

Award Year '19-'20

Loan Summary								
Attending School	Person Type	Award ID	Award Amount Approved	Award Amount Disbursed	Grade Level	Type		
Year '19-'20								
	Student	10 320 9200	\$3,500.00	\$3,500.00	1	DLSUE		
	Student	6U20 2001	\$5,107.00	\$5,107.00	1	DLUNSL		
	Student	f .002	\$3,073.00	\$2,049.00	1	DLUNSL		
Total for Grade Level 1:			\$11,680.00	\$10,656.00				
	Student	92002	\$3,000.00	\$1,834.00	2	DLSUE		
Total for Grade Level 2:			\$3,000.00	\$1,834.00				
Total for '19-'20:			\$14,680.00	\$12,490.00				

4. Now click on the Disbursements dropdown.



- Click on the eligible Disbursement Number as indicated with the red arrows. A disbursement that has an open box to the left is not an actual disbursement and not eligible for the Coronavirus Indicator as circled in yellow.

Totals for Actual Disbursements											
Gross:		\$1,834.00	Origination Fee:		(\$19.00)	Rebate:		\$0.00	Net Award:		\$1,815.00
Totals for Pending Disbursements											
Gross:		\$1,166.00	Origination Fee:		(\$12.00)	Rebate:		\$0.00	Net Award:		\$1,154.00
Disbursements											
Select	No.	School Enrollment Code	Disb. Date	Gross	Orig. Fee	Rebate	Net Award	Special Programs	Published Program Length Years	Publis Progr Length Month	
	1	02524002	07/08/2020	\$1,167.00	(\$12.00)	\$0.00	\$1,155.00	Not Applicable			
	2	02524002	09/21/2020	\$1,166.00	(\$12.00)	\$0.00	\$1,154.00	Not Applicable			
	3	02524002	09/25/2020	\$667.00	(\$7.00)	\$0.00	\$660.00	Not Applicable			

- Click the UPDATE button at the bottom of the page.

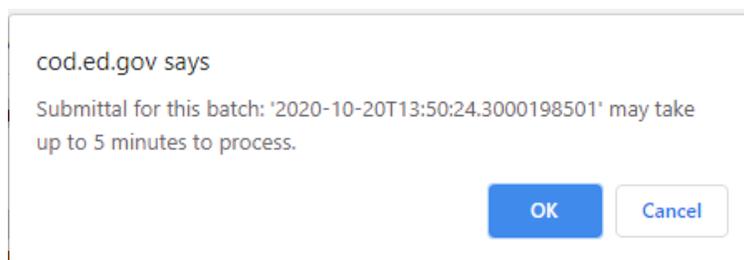
Award Disbursement Date	09/25/2020
Award Amount	\$3,000.00
Award Disbursement Gross	\$667.00
Origination Fee	(\$7.00)
Disbursement Rebate	\$0.00
Net Award	\$660.00
Sequence Number	1
Status	Disbursed
Date Disbursed	09/25/2020
Date Processed	09/28/2020
School Enrollment Code	025
Enrollment Status	Full Time
Program CIP Code Year	
Program CIP Code	47.0605
Payment Period Start Date	09/21/2020
Coronavirus Indicator	
Program Credential Level	02 - Associate's Degree
Special Programs	Not Applicable
Published Program Length Years	
Published Program Length Months	
Published Program Length Weeks	77
Weeks Programs Academic Year	33



- An eligible disbursement must have the Disbursement Release Indicator as True and the Payment Period Start Date as a date between 1/1/2018-12/31/2020. Do not update either of these fields. You may then click the Coronavirus Indicator box. **VERY IMPORTANT:** Before clicking the SUBMIT button, please remember once this change is made, no further updates to this record can be done.

Award Amount	\$3,000.00
Academic Year	'19-'20
Disbursement Number	3
Sequence Number	66
*Disbursement Date	September 25 2020
*Gross Amount	\$667.00
*Fee Amount	(\$7.00)
*Interest Rebate Amount	\$0.00
*Net Amount	\$660.00
Disbursement Release Indicator	<input checked="" type="checkbox"/> True
School Enrollment Code	02524002
*Payment Period Start Date	September 21 2020
Coronavirus Indicator	<input type="checkbox"/>
*Enrollment Status	Full-Time
*Program CIP Code	47.0605 <small>LIST OF CIP CODES</small>
Special Programs	Not Applicable
*Published Program Length	77 Weeks
*Weeks Programs Academic Year	33
*Program Credential Level	02 - Associate's Degree

- You may receive this box after clicking SUBMIT, click OK.



- You should receive this message in red when the update is successful.



- Repeat these steps for each eligible Direct Loan disbursement.

Requesting Closed Award Year to be Re-opened

1. Click on the School tab and then locate your school's main location. You can do searches by school name, OPE ID, Direct Loan school code, etc. If an additional location uses an Ecode for Direct Loans, then you will also need to request under that location.

The screenshot shows the U.S. Department of Education Common Origination & Disbursement website. The 'School' tab is highlighted in the navigation bar. The 'School Search' section is active, showing a form with the following fields: Entity ID Type (dropdown menu with 'COD' selected), Entity ID (text input), School Name (text input), City (text input), and State (dropdown menu). A red oval highlights the Entity ID Type, Entity ID, School Name, City, and State fields. Below the form is a 'SEARCH' button and a note: 'Enter the default selections here for Program and Award Year:'. On the left side, there is a 'School Search' dropdown menu with 'Campus-Based Syst' selected.

2. Click the Request Reopen/Extended Processing option under the School Information dropdown. Be sure that the correct Program of Pell or Direct Loan is chosen and the correct Award Year for the program. Complete the Requestor Name, email address, phone number. You must select "Unusual Circumstances" for the reason code and type "Updates to Coronavirus Indicator" in the explanation box. Click SUBMIT button. You will receive a message at the top of the page in red that your request was received and someone at the school will receive an email once it is approved. **This is no longer necessary for Pell or IASG awards.**

The screenshot shows the 'School Information' section of the website. The 'Request Reopen/Extended Processing' option is selected in the dropdown menu. The form displays the following fields: Program (dropdown menu with 'PELL' selected), Award Year (dropdown menu with '19-20' selected), and a note: 'NOTE: Award year will appear in dropdown only if school has confirmed Closeout or if Award Year is past the Data Submission Deadline. Complete the fields below. The fields marked with an asterisk (*) are required. Click "Submit" to submit the request for Post Deadline Processing.' The required fields are: * Requestor Name (text input), * Requestor Email Address (text input), * Requestor Phone Number (text input with area code, number, and extension), * Reason Code (dropdown menu with 'Unusual Circumstances' selected), and * Explain why you will need Extended Processing (text input area with a red box around it containing the text 'Type "Updates to Coronavirus Indicator" in this box'). A red arrow points to the 'SUBMIT' button. Below the form is a note: '*Do not include Personally Identifiable Information (PII) data in this field (i.e. SSNs, award identifiers, etc.)'. On the left side, there is a 'School Information' dropdown menu with 'Request Reopen/Extended Processing' selected.

3. Once FSA approves the request, it will be updated on the General tab under School Information. You can check here periodically for updates which will tell you the status and the expiration date if authorized. You will want to make sure all updates are made by this expiration date.

▼ School Information

- School Summary
- Financial Aid Contact
- Eligibility
- General ←
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Yearly Totals
- Relationships
- Balance Confirmation
- Request
- Reopen/Extended Processing

Program	PELL	Award Year	'18-'19
Eligibility Information			
Eligibility Override			
Experiment Eligibility			
Code	Description	Begin Date	End Date
Funding Information			
Extended Processing Status			Authorized
Extended Processing Begin Date			10/19/2020
Extended Processing Expiration Date			10/28/2020
Extended Processing Action Date			10/19/2020
Extended Processing Reason			Audit or Program Review Adjustments
QA Attribute			
Program Relations Information			

- Once authorized, you can make the updates to the Program being requested. Remember this will need to be completed for Pell and Direct Loan separately. **This is no longer necessary for Pell or IASG awards.**

Accessing the R2T4 Calculator

- Click on the Tools tab.



- Click on the R2T4 tab on the left of the page. This page looks very different than the COD Student record pages.

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Person	▼
School	▼
Batch	▼
Award	▼
Services	▼
Tools	^
Tools Home	
R2T4	▼
R2T4 Training ▼	

Tools

Welcome to Tools

To get started, select the tool yc

3. Under the R2T4 module, you will find the R2T4 Calculator. FSA has indicated they will provide further information on using this for reporting the amounts of Title IV not returned to ED. Please check the IFAP website periodically for updated information regarding this.

