

Introduction

Every guarantor requires a series of due diligence activity to be performed on a delinquent loan. This series of activity is called the due diligence cycle. In the loan servicing system, the guarantor's due diligence cycle requirements are maintained in transaction TX7E (Due Diligence Cycle LPD Information). Transaction TX7E maintains all the parameters that determine when due diligence activity must be started, the window of time in which due diligence activity must be performed, and the conditions under which they are performed.

When the nightly batch processes find a loan with a newly-assigned status code, they compare the status code and the loan with the parameters on TX7E. If due diligence activity is required, the pertinent data is placed in the appropriate work queues so that the due diligence activity takes place. The date for performing the action is logged in the queue so that the work is performed within the required time frame.

Add Due Diligence Cycle LPD Information

1. At the **MAIN MENU** (J0X01), select **COMMON MODULES**.
2. Press Enter.

The **SUBSYSTEM LEVEL COMMON MODULES** screen (J0X06) is displayed.

1. Select **LOAN PROGRAM DEFINITION MENU**.
2. Press Enter.

The **SUBSYSTEM LEVEL LOAN PROGRAM DEFINITION MENU** screen (J0X02) is displayed.

1. Enter **A** (Add) in the **MODE** field and **TX7E** (Due Diligence Cycle Parameters) in the **TRANSACTION ID** field. Press F8=FWD to page forward to TX7E, if necessary.
2. Press Enter.

The **LPD HIERARCHY SEARCH DUE DILIGENCE CYCLE PARAMETERS** screen (TXX2C) is displayed.

1. In the **STATUS** field, enter **P** (Pending). Press F1=HELP for a list of valid codes. *This is a required field.*
2. In the **LOAN PROGRAM** field, enter the loan program code. Press F1=HELP for a list of valid code values. *This is a required field.*
3. In the **REGULATORY CATEGORY** field, enter a valid regulatory category ID. To find a valid regulatory category ID, refer to the user procedure **CM0046-Regulatory Category Maintenance-TX21**. *This is a required field.*
4. In the **GUARANTOR** field, enter a valid guarantor ID. To find a valid guarantor ID, refer to user procedure **CM0008-Guarantors-IDEM-TX06**. *This is a required field.*

The **OWNER**, **BOND ISSUE**, **PRICE TIER** and **SCHOOL CODE** fields are protected in Add mode. These fields cannot be updated by the user.

5. In the **EFFECTIVE START DATE** field, enter the date the parameters for the LPD Table take effect in the Loan Origination and Servicing System. *This is a required field.*

If there is only one regulatory category associated with the loan program, the effective date is the start date of the loan program.

If there are multiple regulatory categories associated with the loan program, the effective start date is the day after the previous regulatory category's effective end date.

If this is a new LPD for an existing loan program and regulatory category, the guarantor or owner assigns the effective start date.

6. Press Enter.

The **DUE DILIGENCE CYCLE PARAMETERS – 1** screen (TXX4X) is displayed.

The following message is displayed at the bottom of the screen: **01021 ADD NECESSARY DATA AND PRESS ENTER.**

The **LOAN PROGRAM**, **REG CAT** (Regulatory Category) and **GUARANTOR** fields are populated from the search screen.

1. In the **LPD BATCH ID** field, enter the ID that identifies the batch to which the LPD will be assigned. To assign an LPD to a batch, refer to user procedure **CM0043-Batch ID for LPD Information-TX24** or press F2=BTCH to access the **BATCH ID SELECTION** screen (TXX3Y). *This is a required field.*

The **APPROVAL DTE** field is protected in Add mode. This field cannot be updated by the user.

The **EFFECTIVE START DTE** and **STATUS** fields are populated from the search screen.

The **STATUS DTE** and **EFFECTIVE STOP DTE** fields are protected in Add mode. These fields cannot be updated by the user.

2. In the **CLAIM SUBMISSION LEVEL** field, enter the code that indicates the level at which the claims should be submitted. Press F1=HELP for a list of valid codes. *This is a required field.*
3. In the **CLAIM FORMAT PGM** field, enter the code that indicates the CCI claim program ID. This ID allows guarantors to receive either paper or electronic claims. Press F1=HELP for a list of valid codes.
4. In the **#DAYS TO ANTICIPATE INTEREST FROM SUBMISSION DATE** field, enter the number of days of interest to anticipate for accrual from the time the claim was submitted until the claim payment is received. *This is a required field.*
5. In the **ALLOW EXPRESS CLAIMS** field, enter **Y** (Yes) or **N** (No) to indicate whether express claims are permitted by the guarantor. *This is a required field.*
6. In the **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: INSTALLMENT** field, enter the maximum number of days that may elapse from the time of delinquency until it is too late to file an installment claim with the guarantor. *This is a required field.*

7. In the **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: DEATH** field, enter the maximum number of days that may elapse from the time of delinquency until it is too late to file a death claim with the guarantor. *This is a required field.*
8. In the **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: DISABILITY** field, enter the maximum number of days that may elapse from the time of delinquency until it is too late to file a disability claim with the guarantor. *This is a required field.*
9. In the **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: REJECTION** field, enter the maximum number of days that may elapse until it is too late to appeal a claim that was rejected by the guarantor. *This is a required field.*
10. In the **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: INTEREST** field, enter the maximum number of days that may elapse from the time of delinquency until it is too late to file an interest claim with the guarantor. *This is a required field.*
11. In the **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: BANKRUPT** field, enter the maximum number of days that may elapse from the time of delinquency until it is too late to file a bankruptcy claim with the guarantor. *This is a required field.*
12. In the **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: RETURNED** field, enter the maximum number of days that may elapse until it is too late to resubmit a claim that was returned by the guarantor. *This is a required field.*
13. In the **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: RESIDUAL** field, enter the maximum number of days that may elapse until it is too late to submit a claim for the remaining amount not paid by the guarantor. *This is a required field.*
14. In the **ADV BR** (Adversary Bankruptcy) field, enter the maximum number of days that may elapse from the receipt of the adversary until a bankruptcy claim must be filed with the guarantor. *This is a required field.*
15. In the **ADV RET/REJ** (Adversary Return/Reject) field, enter the maximum number of days that may elapse from the receipt of a Returned/Rejected bankruptcy claim where an adversary has been filed, until the claim must be resubmitted to the guarantor. *This is a required field.*
16. In the **DAYS DELQ TO CANCEL CLAIM** field, enter the number of days from delinquency that the claim will be canceled if a payment is made. *This is a required field.*
17. In the **CANCEL METHOD** field, enter a code that indicates the method used to cancel a claim. Press F1=HELP for a list of valid codes. *This is a required field.*
18. In the **CANCEL TASK** field, enter the action request code that indicates a review of the claim cancellation is required by the guarantor. *This field is required if 2 is entered in the CANCEL METHOD field.*
19. In the **CANCEL LTR ID** field, enter the ID of the letter that should be sent to the guarantor when an account is no longer delinquent and a claim has been canceled.
20. In the **GUARANTOR ACCEPTANCE TYPE 55** field, enter **Y** (Yes) or **N** (No) to indicate if the guarantor accepts record type 55 for CAM reporting.

21. In the **CANCEL PHONE ARC** field, enter the action request code that creates a task to notify the guarantor when a claim is canceled. *This is a required field.*
22. In the **DEATH CLAIM ARC** field, enter the action request code that initiates a request for a death claim. *This is a required field.*
23. In the **REG CLM STARTED BUT NOT SUBM ARC** field, enter the action request code that initiates a task to create and submit a regular claim that has been started but not submitted. *This is a required field.*
24. In the **DISB CLAIM ARC** (Disability Claim Action Request Code) field, enter the action request code that initiates a request for a disability claim. *This is a required field.*
25. In the **CURE CLAIM STARTED NOT SUB ARC** field, enter the action request code that initiates a task to create and submit a cure claim that has been started but not submitted. *This is a required field.*
26. In the **REQ PRE-APPROVED DISAB** field, enter **Y** (Yes) or **N** (No) to indicate if pre-approval by the guarantor is required prior to submitting a disability claim. *This is a required field.*
27. In the **RSDL CLM STARTED NOT SUB ARC** (Residual Claim Started Not Submitted Action Request Code) field, enter the action request code that initiates a task to create and submit a residual claim that has been started but not submitted. *This is a required field.*
28. In the **BNKRP CLAIM ARC** (Bankruptcy Claim Action Request Code) field, enter the action request code that initiates a request for a bankruptcy claim. *This is a required field.*
29. In the **PURSUE DURING CLAIM** field, enter **Y** (Yes) or **N** (No) to indicate if due diligence activities continue after a claim is submitted. *This is a required field.*
30. Press Enter.

The **DUE DILIGENCE CYCLE PARAMETERS – 2** screen (TXXA6) is displayed.

The **LOAN PROGRAM**, **REG CAT** (Regulatory Category) and **GUARANTOR** fields are populated from the search screen.

The **LPD BATCH ID** field displays the ID that identifies the batch to which the LPD will be assigned. *This is a required field.*

The **APPROVAL DTE** field is protected in Add mode. This field cannot be updated by the user.

The **EFFECTIVE START DTE** and **STATUS** fields are populated from the search screen.

The **STATUS DTE** and **EFFECTIVE STOP DTE** fields are protected in Add mode. These fields cannot be updated by the user.

1. In the **MANUAL PRE-CLAIM** field, enter **Y** (Yes) or **N** (No) to indicate if a pre-claim must be submitted manually. *This is a required field.*

2. In the **PRE-CLAIM FORMAT PGM** field, enter the ID of the program that will create the pre-claim request. Press F1=HELP for a list of valid codes. The guarantor code and format program must exist on table of codes in order to approve the LPD. The code name is *zc-vld-gtr-pca-pgm*. *This is a required field.*
3. In the **DAYS DELQ RPT PCL – MIN** (Days Delinquent Report Pre-Claim – Minimum) field, enter the minimum number of days to report changes to the delinquency date.
4. In the **DAYS DELQ RPT PCL – MAX** (Days Delinquent Report Pre-Claim – Maximum) field, enter the maximum number of days to report changes to the delinquency date.
5. In the **UPD CLM SUBM** (Updated Claim Submitted) field, enter **Y** (Yes) or **N** (No) to indicate if the guarantor should be notified of changes to the delinquency after a claim has been submitted. If **Y** (Yes), the guarantor should be notified as long as the loan is within the **DAYS DELQ RPT PCL – MIN** and **MAX** window.
6. In the **DAYS DELQ TO CANCEL PRE-CLAIM** field, enter the number of days from delinquency that the pre-claim will be canceled if the delinquency is reduced. *This is a required field.*
7. In the **GTR RECIPIENT ID** field, enter the guarantor ID that is used when reporting pre-claims to the guarantor.
8. In the **PCA LOAN ID** field, enter the code that indicates how the loans are identified to the guarantor on the Common Claims Initiative (CCI) pre-claim report. Press F1=HELP for a list of valid codes.
9. In the **ELECTRONIC CLAIM LOAN ID** field, enter the code that indicates the loan ID for electronically submitted CCI claims. Press F1=HELP for a list of valid codes.
10. In the **CLAIM RVW STATUS** (Claim Review Status) field, enter the code that identifies the CCI claim review status for the guarantor. Press F1=HELP for a list of valid codes.
11. In the **CLAIM LOAN ID** field, enter the code that indicates how the loan is identified to the guarantor at the time of claim filing. Press F1=HELP for a list of valid codes.
12. In the **CLAIM SORT** field, enter the code that indicates how the claim should be sorted by the CCI claims process when determining how to file claims. Press F1=HELP for list of valid codes. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
13. In the **DEATH CL ARC** field, enter the action request code that indicates how the CCI claims process should file death claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
14. In the **INSTAL ARC** field, enter the action request code that indicates how the CCI claims process should file installment claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
15. In the **INELIG BRW ARC** field, enter the action request code that indicates how the CCI claims process should file ineligible borrower claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

16. In the **DISAB CL ARC** field, enter the action request code that indicates how the CCI claims process should file disability claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
17. In the **INTEREST ARC** field, enter the action request code that indicates how the CCI claims process should file interest claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
18. In the **CLSD SCHOOL ARC** field, enter the action request code that indicates how the CCI claims process should file school closure claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
19. In the **BNKRP CL ARC** field, enter the action request code that indicates how the CCI claims process should file bankruptcy claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
20. In the **AB CURE ARC** (Abbreviated Cure Action Request Code) field, enter the action request code that indicates how the CCI claims process should file abbreviated cure claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
21. In the **FALSE CERT ARC** field, enter the action request code that indicates how the CCI claims process should file false certification claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*
22. In the **ADVERSARY ARC** field, enter the action request code that indicates how a bankruptcy with an adversary should be filed. *This is a required field.*
23. Press Enter.

The **DUE DILIGENCE CYCLE PARAMETERS – 3** screen (TXX8P) is displayed.

The **LOAN PROGRAM**, **REG CAT** (Regulatory Category) and **GUARANTOR** fields are populated from the search screen.

The **LPD BATCH ID** field displays the ID that identifies the batch to which the LPD will be assigned. *This is a required field.*

The **APPROVAL DTE** field is protected in Add mode. This field cannot be updated by the user.

The **EFFECTIVE START DTE** and **STATUS** fields are populated from the search screen.

The **STATUS DTE** and **EFFECTIVE STOP DTE** fields are protected in Add mode. These fields cannot be updated by the user.

1. In the **#DAYS TO SUBMIT ABBRV CURE CLAIM – MIN** field, enter the minimum number of days allowed to submit a claim for an abbreviated cure. *This is a required field.*
2. In the **#DAYS TO SUBMIT ABBRV CURE CLAIM – MAX** field, enter the maximum number of days allowed to submit a claim for an abbreviated cure. *This is a required field.*

3. In the **RESTART CLM WHEN ABBRV INVALID** field, enter **Y** (Yes) or **N** (No) to indicate if an abbreviated cure should be re-started when the address on file becomes invalid. *This is a required field.*
4. In the **48 HOUR LETTER ARC** field, enter the action request code that initiates a manual task to send a 48-hour letter. This letter is sent in an attempt to cure a loan and gives the borrower 48 hours to respond. *For some guarantors, this is a required field.*
5. In the **SIGNED REPAY OB ONLY CURE INSTR** field, enter **Y** (Yes) or **N** (No) to indicate whether a signed repayment obligation is the only valid means for curing the loan. *This is a required field.*
6. In the **REINSTATEMENT FORM** field, enter the letter ID of the letter that should be sent to the borrower upon reinstatement from a cure status.
7. In the **REPAY DISCLSRE CYCLE** field, enter the maximum number of days allowed between receipt of a curing tool and repayment disclosure. *This is a required field.*
8. In the **PAYMENT #** field, enter the number of installment payments needed to cure L77A type cure loans. *This is a required field.*
9. In the **CURE REPAY PER EXCLU** (Cure Repayment Period Excluded) field, enter **Y** (Yes) or **N** (No) to indicate whether the cure period should be excluded when the remaining repayment term is calculated. *This is a required field.*
10. In the **TOLERANCE AMOUNT – INSTALL PAY** field, enter the outstanding dollar amount of unpaid principal that will be tolerated before the loan is considered to be delinquent. *This is field is required if the **TOLERANCE AMOUNT – INSTALL %** field is blank.*
11. In the **TOLERANCE AMOUNT – INTEREST PAY** field, enter the outstanding dollar amount of unpaid interest that will be tolerated before the loan is considered to be delinquent. *This is field is required if the **TOLERANCE AMOUNT – INTEREST %** field is blank.*
12. In the **TOLERANCE AMOUNT – INSTALL %** field, enter the outstanding percentage of unpaid principal that will be tolerated before the loan is considered to be delinquent. *This is field is required if the **TOLERANCE AMOUNT – INSTALL PAY** field is blank. This field does not display in federal regions.*
13. In the **TOLERANCE AMOUNT – INTEREST %** field, enter the outstanding percentage of unpaid interest that will be tolerated before the loan is considered to be delinquent. *This is field is required if the **TOLERANCE AMOUNT – INTEREST PAY** field is blank. This field does not display in federal regions.*
14. In the **# DAYS GRACE SERVICER TRANSFER** field, enter the number of days grace allowed before activity on the loan must re-start after a servicer transfer. *This is a required field.*
15. In the **# DAYS TO REACTIVATE SKIP** field, enter the number of days allowed to re-activate skiptracing activity on a person who cannot be located. *This is a required field.*
16. Press Enter.

The first page of the **DUE DILIGENCE CYCLE PARAMETERS -1** page redispays in Change mode.

The following message is displayed at the bottom of the screen: **01004 RECORD SUCCESSFULLY ADDED.**

If the effective start date is in the past, the following message is displayed at the bottom of the screen: **01229 RECORD ADDED – PRIOR EFFECTIVE DATE – MIS APPROVAL REQUIRED.**

Change/View Due Diligence Cycle LPD Information

1. At the **MAIN MENU** (J0X01), select **COMMON MODULES**.
2. Press Enter.

The **SUBSYSTEM LEVEL COMMON MODULES** screen (J0X06) is displayed.

1. Select **LOAN PROGRAM DEFINITION MENU**.
2. Press Enter.

The **SUBSYSTEM LEVEL LOAN PROGRAM DEFINITION MENU** screen (J0X02) is displayed.

1. Enter **C** (Change) or **I** (Inquiry) in the **MODE** field and **TX7E** (Due Diligence Cycle Parameters) in the **TRANSACTION ID** field. Press F8=FWD to page forward to TX7E, if necessary.

NOTE: Change mode is used in this example.

2. Press Enter.

The **LPD HIERARCHY SEARCH DUE DILIGENCE CYCLE PARAMETERS** screen (TXX2C) is displayed.

1. In the **STATUS** field, enter **P** (Pending). Press F1=HELP for a list of valid codes. *This is a required field.*
2. In the **LOAN PROGRAM** field, enter the loan program code. Press F1=HELP for a list of valid code values. *This is a required field.*
3. In the **REGULATORY CATEGORY** field, enter a valid regulatory category ID. To find a valid regulatory category ID, refer to the user procedure **CM0046-Regulatory Category Maintenance-TX21**.
4. In the **GUARANTOR** field, enter a valid guarantor ID. To find a valid guarantor ID, refer to user procedure **CM0008-Guarantors-IDEM-TX06**.

The **OWNER**, **BOND ISSUE**, **PRICE TIER** and **SCHOOL CODE** fields are protected in Change mode. These fields cannot be updated by the user.

5. In the **EFFECTIVE START DATE** field, enter the date the parameters for the LPD Table take effect in the Loan Origination and Servicing System.

If there is only one regulatory category associated with the loan program, the effective date is the start date of the loan program.

If there are multiple regulatory categories associated with the loan program, the effective start date is the day after the previous regulatory category's effective end date.

If this is a new LPD for an existing loan program and regulatory category, the guarantor or owner assigns the effective start date.

6. Press Enter.

The **DUE DILIGENCE CYCLE PARAMETERS – 1** screen (TXX4X) is displayed.

The following message is displayed at the bottom of the screen: **01022 MAKE DESIRED DATA CHANGES AND PRESS ENTER.**

The **LOAN PROGRAM**, **REG CAT** (Regulatory Category) and **GUARANTOR** fields are populated from the search screen.

The **LPD BATCH ID** field displays the ID that identifies the batch to which the LPD will be assigned. *This is a required field.*

The **APPROVAL DTE** field is protected in Change mode. This field cannot be updated by the user.

The **EFFECTIVE START DTE** and **STATUS** fields are populated from the search screen.

The **STATUS DTE** and **EFFECTIVE STOP DTE** fields are protected in Change mode. These fields cannot be updated by the user.

The **CLAIM SUBMISSION LEVEL** field displays the code that indicates the level at which the claims should be submitted. Press F1=HELP for a list of valid codes. *This is a required field.*

The **CLAIM FORMAT PGM** field displays the code that indicates the CCI claim program ID. This ID allows guarantors to receive either paper or electronic claims. Press F1=HELP for a list of valid codes.

The **#DAYS TO ANTICIPATE INTEREST FROM SUBMISSION DATE** field displays the number of days of interest to anticipate for accrual from the time the claim was submitted until the claim payment is received. *This is a required field.*

The **ALLOW EXPRESS CLAIMS** field displays **Y** (Yes) or **N** (No) to indicate whether express claims are permitted by the guarantor. *This is a required field.*

The **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: INSTALLMENT** field displays the maximum number of days that may elapse from the time of delinquency until it is too late to file an installment claim with the guarantor. *This is a required field.*

The **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: DEATH** field displays the maximum number of days that may elapse from the time of delinquency until it is too late to file a death claim with the guarantor. *This is a required field.*

The **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: DISABILITY** field displays the maximum number of days that may elapse from the time of delinquency until it is too late to file a disability claim with the guarantor. *This is a required field.*

The **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: REJECTION** field displays the maximum number of days that may elapse until it is too late to appeal a claim that was rejected by the guarantor. *This is a required field.*

The **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: INTEREST** field displays the maximum number of days that may elapse from the time of delinquency until it is too late to file an interest claim with the guarantor. *This is a required field.*

The **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: BANKRUPT** field displays the maximum number of days that may elapse from the time of delinquency until it is too late to file a bankruptcy claim with the guarantor. *This is a required field.*

The **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: RETURNED** field displays the maximum number of days that may elapse until it is too late to resubmit a claim that was returned by the guarantor. *This is a required field.*

The **MAX DAYS FROM CONDITION TO CLAIM SUBMISSION: RESIDUAL** field displays the maximum number of days that may elapse until it is too late to submit a claim for the remaining amount not paid by the guarantor. *This is a required field.*

The **ADV BR** (Adversary Bankruptcy) field displays the maximum number of days that may elapse from the receipt of the adversary until a bankruptcy claim must be filed with the guarantor. *This is a required field.*

The **ADV RET/REJ** (Adversary Return/Reject) field displays the maximum number of days that may elapse from the receipt of a Returned/Rejected bankruptcy claim where an adversary has been filed, until the claim must be resubmitted to the guarantor. *This is a required field.*

The **DAYS DELQ TO CANCEL CLAIM** field displays the number of days from delinquency that the claim will be canceled if a payment is made. *This is a required field.*

The **CANCEL METHOD** field displays a code that indicates the method used to cancel a claim. Press F1=HELP for a list of valid codes. *This is a required field.*

The **CANCEL TASK** field displays the action request code that indicates a review of the claim cancellation is required by the guarantor. *This field is required if 2 is entered in the CANCEL METHOD field.*

The **CANCEL LTR ID** field displays the ID of the letter that should be sent to the guarantor when an account is no longer delinquent and a claim has been canceled.

The **GUARANTOR ACCEPTANCE TYPE 55** field displays **Y** (Yes) or **N** (No) to indicate if the guarantor accepts record type 55 for CAM reporting.

The **CANCEL PHONE ARC** field displays the action request code that creates a task to notify the guarantor when a claim is canceled. *This is a required field.*

The **DEATH CLAIM ARC** field displays the action request code that initiates a request for a death claim. *This is a required field.*

The **REG CLM STARTED BUT NOT SUBM ARC** field displays the action request code that initiates a task to create and submit a regular claim that has been started but not submitted. *This is a required field.*

The **DISB CLAIM ARC** (Disability Claim Action Request Code) field displays the action request code that initiates a request for a disability claim. *This is a required field.*

The **CURE CLAIM STARTED NOT SUB ARC** field displays the action request code that initiates a task to create and submit a cure claim that has been started but not submitted. *This is a required field.*

The **REQ PRE-APPROVED DISAB** field displays **Y** (Yes) or **N** (No) to indicate if pre-approval by the guarantor is required prior to submitting a disability claim. *This is a required field.*

The **RSDL CLM STARTED NOT SUB ARC** (Residual Claim Started Not Submitted Action Request Code) field displays the action request code that initiates a task to create and submit a residual claim that has been started but not submitted. *This is a required field.*

The **BNKRP CLAIM ARC** (Bankruptcy Claim Action Request Code) field displays the action request code that initiates a request for a bankruptcy claim. *This is a required field.*

The **PURSUE DURING CLAIM** field displays **Y** (Yes) or **N** (No) to indicate if due diligence activities continue after a claim is submitted. *This is a required field.*

1. Make the necessary data changes.
2. Press Enter.
3. Press F10=NSCR to access the next screen.

The **DUE DILIGENCE CYCLE PARAMETERS – 2** screen (TXXA6) is displayed.

The **LOAN PROGRAM**, **REG CAT** (Regulatory Category) and **GUARANTOR** fields are populated from the search screen.

The **LPD BATCH ID** field displays the ID that identifies the batch to which the LPD will be assigned. *This is a required field.*

The **APPROVAL DTE** field is protected in Change mode. This field cannot be updated by the user.

The **EFFECTIVE START DTE** and **STATUS** fields are populated from the search screen.

The **STATUS DTE** and **EFFECTIVE STOP DTE** fields are protected in Change mode. These fields cannot be updated by the user.

The **MANUAL PRE-CLAIM** field displays **Y** (Yes) or **N** (No) to indicate if a pre-claim must be submitted manually. *This is a required field.*

The **PRE-CLAIM FORMAT PGM** field displays the ID of the program that will create the pre-claim request. Press F1=HELP for a list of valid codes. *This is a required field.*

The **DAYS DELQ RPT PCL – MIN** (Days Delinquent Report Pre-Claim – Minimum) field displays the minimum number of days to report changes to the delinquency date.

The **DAYS DELQ RPT PCL – MAX** (Days Delinquent Report Pre-Claim – Maximum) field displays the maximum number of days to report changes to the delinquency date.

The **UPD CLM SUBM** (Updated Claim Submitted) field displays **Y** (Yes) or **N** (No) to indicate if the guarantor should be notified of changes to the delinquency after a claim has been submitted. If **Y** (Yes), the guarantor should be notified as long as the loan is within the **DAYS DELQ RPT PCL – MIN** and **MAX** window.

The **DAYS DELQ TO CANCEL PRE-CLAIM** field displays the number of days from delinquency that the pre-claim will be canceled if the delinquency is reduced. *This is a required field.*

The **GTR RECIPIENT ID** field displays the three- or eight-character, alpha-numeric guarantor ID that is used when reporting pre-claims to the guarantor.

The **PCA LOAN ID** field displays the code that indicates how the loans are identified to the guarantor on the CCI pre-claim report. Press F1=HELP for a list of valid codes.

The **ELECTRONIC CLAIM LOAN ID** field displays the code that indicates the loan ID for electronically submitted CCI claims. Press F1=HELP for a list of valid codes.

The **CLAIM RVW STATUS** (Claim Review Status) field displays the code that identifies the CCI claim review status for the guarantor. Press F1=HELP for a list of valid codes.

The **CLAIM LOAN ID** field displays the code that indicates how the loan is identified to the guarantor at the time of claim filing. Press F1=HELP for a list of valid codes.

The **CLAIM SORT** field displays the code that indicates how the claim should be sorted by the CCI claims process when determining how to file claims. Press F1=HELP for list of valid codes. *This is a required field.*

The **DEATH CL ARC** field displays the action request code that indicates how the CCI claims process should file death claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **INSTAL ARC** field displays the action request code that indicates how the CCI claims process should file installment claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **INELIG BRW ARC** field displays the action request code that indicates how the CCI claims process should file ineligible borrower claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **DISAB CL ARC** field displays the action request code that indicates how the CCI claims process should file disability claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **INTEREST ARC** field displays the action request code that indicates how the CCI claims process should file interest claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **CLSD SCHOOL ARC** field displays the action request code that indicates how the CCI claims process should file school closure claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **BNKRP CL ARC** field displays the action request code that indicates how the CCI claims process should file bankruptcy claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **AB CURE ARC** (Abbreviated Cure Action Request Code) field displays the action request code that indicates how the CCI claims process should file cure claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **FALSE CERT ARC** field displays the action request code that indicates how the CCI claims process should file false certification claims. *This is a required field if the guarantor code exists in an active status under table of code zc-cci-clm-gtr.*

The **ADVERSARY ARC** field displays the action request code that indicates how a bankruptcy with an adversary should be filed. *This is a required field.*

1. Make the necessary data changes.
2. Press Enter.
3. Press F10=NSCR to access the next screen.

The **DUE DILIGENCE CYCLE PARAMETERS – 3** screen (TXX8P) is displayed.

The **LOAN PROGRAM**, **REG CAT** (Regulatory Category) and **GUARANTOR** fields are populated from the search screen.

The **LPD BATCH ID** field displays the ID that identifies the batch to which the LPD will be assigned. *This is a required field.*

The **APPROVAL DTE** field is protected in Change mode. This field cannot be updated by the user.

The **EFFECTIVE START DTE** and **STATUS** fields are populated from the search screen.

The **STATUS DTE** and **EFFECTIVE STOP DTE** fields are protected in Change mode. These fields cannot be updated by the user.

The **#DAYS TO SUBMIT ABBRV CURE CLAIM – MIN** field displays the minimum number of days allowed to submit a claim for an abbreviated cure. *This is a required field.*

The **#DAYS TO SUBMIT ABBRV CURE CLAIM – MAX** field displays the maximum number of days allowed to submit a claim for an abbreviated cure. *This is a required field.*

The **RESTART CLM WHEN ABBRV INVALID** field displays **Y** (Yes) or **N** (No) to indicate if an abbreviated cure should be re-started when the address on file becomes invalid. *This is a required field.*

The **48 HOUR LETTER ARC** field displays the action request code that initiates a manual task to send a 48-hour letter. This letter is sent in an attempt to cure a loan and gives the borrower 48 hours to respond. *For some guarantors, this is a required field.*

The **SIGNED REPAY OB ONLY CURE INSTR** field displays **Y** (Yes) or **N** (No) to indicate whether a signed repayment obligation is the only valid method for curing the loan. *This is a required field.*

The **REINSTATEMENT FORM** field displays the letter ID of the letter that should be sent to the borrower upon reinstatement from a cure status.

The **REPAY DISCLSRE CYCLE** field displays the maximum number of days allowed between receipt of a curing tool and repayment disclosure. *This is a required field.*

The **PAYMENT #** field displays the number of installment payments needed to cure L77A type cure loans. *This is a required field.*

The **CURE REPAY PER EXCLU** (Cure Repayment Period Excluded) field displays **Y** (Yes) or **N** (No) to indicate whether the cure period should be excluded when the remaining repayment term is calculated. *This is a required field.*

The **TOLERANCE AMOUNT – INSTALL PAY** field displays the outstanding dollar amount of unpaid principal that will be tolerated before the loan is considered to be delinquent. *This field is required if the **TOLERANCE AMOUNT – INSTALL %** field is blank.*

In the **TOLERANCE AMOUNT – INTEREST PAY** field, enter the outstanding dollar amount of unpaid interest that will be tolerated before the loan is considered to be delinquent. *This field is required if the **TOLERANCE AMOUNT – INTEREST %** field is blank.*

The **TOLERANCE AMOUNT – INSTALL %** field displays the outstanding percentage of unpaid principal that will be tolerated before the loan is considered to be delinquent. *This field is required if the **TOLERANCE AMOUNT – INSTALL PAY** field is blank. This field does not display in federal regions.*

The **TOLERANCE AMOUNT – INTEREST %** field displays the outstanding percentage of unpaid interest that will be tolerated before the loan is considered to be delinquent. *This field is required if the **TOLERANCE AMOUNT – INTEREST PAY** field is blank. This field does not display in federal regions.*

The **# DAYS GRACE SERVICER TRANSFER** field displays the number of days grace allowed before activity on the loan must re-start after a servicer transfer. *This is a required field.*

The **# DAYS TO REACTIVATE SKIP** field displays the number of days allowed to re-activate skiptracing activity on a person who cannot be located. *This is a required field.*

1. Make the necessary data changes.
2. Press Enter.

The following message is displayed at the bottom of the screen: **01005 RECORD SUCCESSFULLY CHANGED.**

If the effective start date is in the past, the following message is displayed at the bottom of the screen: **01230 RECORD CHANGED – PRIOR EFFECTIVE DATE – MIS APPROVAL REQUIRED.**

Delete Due Diligence Cycle LPD Information

1. At the **MAIN MENU** (J0X01), select **COMMON MODULES**.
2. Press Enter.

The **SUBSYSTEM LEVEL COMMON MODULES** screen (J0X06) is displayed.

1. Select **LOAN PROGRAM DEFINITION MENU**.
2. Press Enter.

The **SUBSYSTEM LEVEL LOAN PROGRAM DEFINITION MENU** screen (J0X02) is displayed.

1. Enter **D** (Delete) in the **MODE** field and **TX7E** (Due Diligence Cycle Parameters) in the **TRANSACTION ID** field. Press F8=FWD to page forward to TX7E, if necessary.
2. Press Enter.

The **LPD HIERARCHY SEARCH DUE DILIGENCE CYCLE PARAMETERS** screen (TXX2C) is displayed.

1. In the **STATUS** field, enter **P** (Pending). Press F1=HELP for a list of valid codes. *This is a required field.*
2. In the **LOAN PROGRAM** field, enter the loan program code. Press F1=HELP for a list of valid code values. *This is a required field.*
3. In the **REGULATORY CATEGORY** field, enter a valid regulatory category ID. To find a valid regulatory category ID, refer to the user procedure **CM0046-Regulatory Category Maintenance-TX21**.
4. In the **GUARANTOR** field, enter a valid guarantor ID. To find a valid guarantor ID, refer to user procedure **CM0008-Guarantors-IDEM-TX06**.

The **OWNER**, **BOND ISSUE**, **PRICE TIER** and **SCHOOL CODE** fields are protected in Delete mode. These fields cannot be updated by the user.

5. In the **EFFECTIVE START DATE** field, enter the date the parameters for the LPD Table take effect in the Loan Origination and Servicing System.

If there is only one regulatory category associated with the loan program, the effective date is the start date of the loan program.

If there are multiple regulatory categories associated with the loan program, the effective start date is the day after the previous regulatory category's effective end date.

If this is a new LPD for an existing loan program and regulatory category, the guarantor or owner assigns the effective start date.

6. Press Enter.

The **DUE DILIGENCE CYCLE PARAMETERS – 1** screen (TXX4X) is displayed.

The following message is displayed at the bottom of the screen:

01023 PRESS ENTER TO DELETE.

1. Press Enter.

The following message is displayed at the bottom of the screen: **01006 RECORD SUCCESSFULLY DELETED.**

Function Keys

In addition to the standard function keys, the **DUE DILIGENCE CYCLE PARAMETERS** screens contain the following screen-specific function key:

F2=BTCH Press this key to access the **BATCH ID ASSIGNMENT** screen (TXX25).

F10=NSCR Press this key to access the next screen.