

## **GUIDE TO VERIFICATION OF HOMELESS**

**Note: For each BOCES student, enter the amended 10-month annualized cost on the DSHOM screen before you do the on-line verification. (See business office to get the BOCES year-end cost and refund report listing student final 10-month annualized costs.)**

Districts must verify homeless education services online using the DVHOM screen. You can verify Homeless STAC Approvals for 9/1 –6/30 on-line on as soon as 7/1 for the service year most recently completed.

Step 1). Go to DVHOM Screen, select School Year (e.g.-2012-13) select Unverified, and then under Get Providers select your largest remaining known Chapter 348 Homeless educational service provider that has unverified Homeless STAC Approvals. Click on Get AVL and place a check mark in the “Verify” box only when the Education dates and Program Code listed for a student are exactly correct. Click the Submit box to have your on-line verifications accepted and to bring up the next page of records to be verified. If there is an error in any of these fields : Half-Time status, Program Code, From and/or To dates of service then skip the Verify box (if it is empty) or remove the Verify flag (if it is present). Go on to the next student on the DVHOM screen. If you need to stop the verification process, note the last name of the student where you left off. When you sign back into DVHOM follow the steps in the first paragraph, but also complete the “First 4 Letters of Last Name” field. When you select Get AVL, the screen will start on the last student where you left off, so you can resume your verification.

When you finish verifying (or skipping/unverifying) students for that provider, go back to the top of the DVHOM screen, empty “First 4 Letters of the Last Name”, select Unverified and select Get AVL for the same provider. Use the Print Screen option to print the names of the unverified students on the current screen. Then click Submit to pull up the next screen of names and repeat process until all unverified students are printed. Note the errors that need to be fixed for each student on the printed screens and go to DQCLD/DSHOM screens to make those corrections for each student. After all unverified students have been corrected on DSHOM, return to DVHOM and verify the remaining students for this Provider. Now select the next largest Provider and repeat Step 1. Go to Step 2 first, if you need to identify the remaining Providers that have unverified Chapter 348 Homeless records.

Step 2). Identify all remaining Chapter 348 Homeless student providers that have unverified records on STAC using DQAPP screen.

On DQAPP select School Year (e.g., 0809), select Unverified, under Get Providers select All Providers and under Placement Type select DSHOM. Next select Get Records and an alphabetical list of the unverified Chapter 348 Homeless students for all homeless providers will be displayed. Scroll down through the students on DQAPP and make a list of all the providers that still have unverified Section 4408 approvals. Repeat Step 1).

For questions contact the STAC, Special Aids, and Medicaid Unit, 89 Washington Avenue, Room 514 EB, Albany, NY 12234 (518) 474-7116 (TEL) or (518) 402-5047 (FAX) and ask for Edwin Truax or Harold Matott.