



**STAC, Special Aids and Medicaid Unit**  
Reimbursement for Individuals in Special Education  
89 Washington Avenue, Room 514 EB  
Albany, New York 12234  
Tel. (518) 474-7116 \* Fax (518) 402-5047  
E-mail: [omsstac@mail.nysed.gov](mailto:omsstac@mail.nysed.gov) , Website: <http://www.oms.nysed.gov/stac/>

December 2012

**TO:** Superintendent of Schools or Official Designee  
and Homeless Liaison

**FROM:** Edwin Truax, Associate in School Financial Aid

**SUBJECT:** On-line DVHOM Verification for Chapter 348 Nonresident and Runaway Homeless Students for 2011-12 School Year – **Verification Deadline February 15, 2013**

We plan to run the 2011-12 Homeless Approved Payment Report #1 and first State Aid payment for the 2011-12 homeless program on about February 20, 2013. **Please verify your 2011-12 homeless students using the DVHOM on-line screen by 2/15/12 to make sure your district is included in the February/March 2013 first payment cycle.**

**For each BOCES student, enter the amended 10-month annualized cost on the DQCLD screen before you do the DVHOM on-line verification. See the business office to get a copy of the BOCES year-end cost and refund report listing the student final 10-month annualized costs.**

**On the DVHOM screen, do not automatically assume the dates of service are correct.** If there is an error in a student's education provider, program option, full or half time placement status, or dates when the child was both enrolled and homeless, you must correct those errors on the DQCLD screen before you can verify (or re-verify) the student on the DVHOM screen. You must verify homeless education services on a provider basis. If you dealt with four homeless educational providers in the 2010-11 school year, you need to verify the education services separately for each provider.

**The only dates you should verify for homeless aid are the dates when the student was both enrolled and living in a homeless setting.** For example, if the family moved into permanent housing on May 1st, but the child is approved on STAC as homeless through June 24th, you need to first go to the DQCLD screen and amend the ending date for homeless services to April 30th, even if the child continued to receive educational services in the district as a "resident" student through June 24th. You then can return to the DVHOM screen to verify the corrected dates of homeless service for this student.

**On the reverse side of this letter there is a step-by-step instruction page explaining how to use the DVHOM on-line screen to verify your 2011-12 Chapter 348 Homeless services.** For questions on claiming homeless aid, please contact Edwin Truax or Hal Matott of the STAC, Special Aids and Medicaid Unit, 89 Washington Avenue, Room 514 EB, Albany, New York 12234 at (518) 474-7116.

(OVER)

**HOW TO CLAIM AID FOR CHAPTER 348 HOMELESS EDUCATION SERVICES**  
**FOR 10-MONTH SCHOOL YEAR 2008-09 AND SUBSEQUENT YEARS**  
**USING THE DVHOM ON-LINE VERIFICATION SCREEN**

**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.)**

Starting with school year 2008-09, districts must verify homeless education services on-line 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., 0809), 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.