

**Guide to Creating Reimbursement Approval
Non-Resident Homeless Approval Request
Online Screen: DSHOM**

This screen is used by Public School Districts to enter information for a Non-Resident Homeless Approval Request.

***Note:** A Non-Resident Homeless Approval Request **cannot** be created **until** the STAC 202 has been entered on the system by the STAC Unit.

Listed below are instructions and a table of fields to be entered:

Go to the online screen named DSHOM

- ⌚ **Enter (using UPPERCASE LETTERS) the STAC ID, the first three letters of the student's last name, choose the school year from the drop-down menu and click the inquire button to transmit.**

The student's full name and date of birth will be displayed for you to verify, and ADD will be displayed under the "Mode" label at the top, right side of the screen. You may now enter the record. The fields that need to be completed are listed below:

Fields to be Entered	Description of Information to be Entered
Disability	Select a Disability or choose Non-Disabled from the drop-down menu.
Designated District of Attendance	This field will be pre-filled with your district's 12-digit BEDS code.
District Before Becoming Homeless	Select the school district of residence before becoming homeless from the dropdown box by typing a partial name in the box on left and clicking on the search button. Choose the district name from the dropdown box. Note: This school district must be the resident district associated with the student's address before becoming homeless.
Education Provider (District or BOCES)	Select the education provider (District or BOCES) from the dropdown box. (Call the STAC Unit if the school district or BOCES is not included in the dropdown list.)
Program	Click on "Get Ed Programs." This field will be pre-filled with your district's available education programs. (Call the STAC Unit if you need a program added to the dropdown list.) *Note: If a BOCES was the Education Provider, choose 8510M-BOCES Homeless from the program list.
Start Date	Enter the start date (MM/DD/YY) when education service began. Note: If the date entered is prior to the program start date on file, an error message will be displayed showing the program start date.
End Date	Enter the end date (MM/DD/YY) of education service. Note: If the date entered is after the program end date on file, an error message will be displayed showing the program end date.
BOCES Rate	If a BOCES was the Education Provider, fill in the BOCES rate. Note: If your school district was the provider, leave this space blank and the rate will be filled in by the STAC Unit.

Once all information has been entered, click the "Add" button to transmit and create the record.

If a single error occurs it will be displayed at the bottom left hand side of the screen. If multiple errors occur you will receive an error page. To finish entering your records press the Page Up key to return to the entry screen. **Do not transmit until you correct the errors.**

If your transaction is successful, the screen will return with the data items you entered and "SUCCESSFUL ADD" will be displayed at the bottom left hand side of the screen.

**Guide to Amending Reimbursement Approval
Non-Resident Homeless Approval Request**
Online Screens: **DQCLD/DSHOM**

After a Non-Resident Homeless Approval Request has been successfully added to the STAC database, it may be necessary to make changes to the approval. There are only certain fields that may be changed. Listed below are instructions and a table of data fields that can be changed.

Go to the online screen named DQCLD

- ⌚ Enter the **STAC ID** and **transmit**.
- ⌚ Click on the [S] next to the record you need to change.

The Non-Resident Homeless Reimbursement Approval will be displayed.

- ⌚ **Space out DQCLD** in the GO TO box located at the top right corner. Click the **“Inquire”** button on the bottom of the screen.
- ⌚ **Change** will now be displayed below the “Mode” label at the top, right of the screen. You can now make your changes to the fields indicated in the table below.

Fields that can be changed	Description of Data that can be changed.
Get Ed Programs	Click on “Get Ed Programs” and select the correct program from the drop-down list. (Call the STAC Unit if you need a program added to the dropdown list.)
Start Date	Enter the correct start date (MM/DD/YY) for education services. Note: If the new start date entered is prior to the program start date on file, an error message will be displayed showing the program start date.
End Date	Enter the correct end date (MM/DD/YY) for education services. Note: If the new end date entered is after the program end date on file, an error message will be displayed showing the program end date.
BOCES Rate	If a BOCES was the Education Provider, fill in the BOCES rate. Note: If your school district was the provider, leave this space blank and the rate will be filled in by the STAC Unit.

Once all information has been entered, click on the **“Change”** button to transmit and revise the record.

If a single error occurs it will be displayed at the bottom of the screen. If multiple errors occur you will receive an error page. To finish entering your changes press the Page Up key to return to the entry screen. **Do not transmit until you correct the errors.**

If your transaction is successful the screen will return with the data items you changed and **“SUCCESSFUL CHANGE”** will be displayed at the bottom right hand corner of the screen.