



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

**System to Track and Account for Children (STAC) and Medicaid Unit**

89 Washington Avenue • Room EB 25 • Albany, NY 12234

Telephone: (518) 474-7116

STAC E-mail: [omsstac@nysed.gov](mailto:omsstac@nysed.gov)

STAC Website: <http://www.oms.nysed.gov/stac>

Medicaid E-mail: [medined@nysed.gov](mailto:medined@nysed.gov)

Medicaid Website: <http://www.oms.nysed.gov/medicaid>

# Online Verification of Non-Resident Homeless 10-Month Placements (Screen DVHOM)

A User Guide for School Districts

---

STAC ONLINE SYSTEM (EFRT) SCHOOL AGE VERIFICATION

APRIL 2022

## I. Overview

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.

## II. Before Verification

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.)

## III. DVHOM Initial Verification

1. Log onto the STAC Online (EFRT) system: <https://efrt.nysed.gov/efrt/>
2. From the Special Education Main Menu:
  - either* enter **DVHOM** in the “**GO TO**” box located in the top-right corner of the screen and hit Enter on your keyboard
  - or* Select the DMNUV ONLINE AVL VERIFY,PAYMENTS & CHARGEBACKS option, then the DMNVS SCHOOL AGE ONLINE AVL PROCESSING option, and finally the DVHOM HOMELESS VERIFICATION option from the reapplication menu.
3. On the DVHOM screen, select the appropriate year from the “**School Year**” dropdown menu. The screen will default to “Unverified” selection.
4. The “**CSE District**” field will be pre-filled with your district’s 12-digit SED code.
5. Click the “**Get Providers**” button. Select the largest remaining known Chapter 348 Homeless educational service provider that has unverified Homeless STAC Approvals.
6. Once a provider has been selected, click the “**Get AVL**” button.

The screenshot shows the 'Homeless/Runaway Youth Verification Screen' interface. At the top, it displays 'Date: 09:49' and 'Time: 09:49'. The header includes 'New York State Education Department' and a 'Go to' search box. The main title is 'Homeless/Runaway Youth Verification Screen'. Below this, there are two dropdown menus: 'School Year' (set to 2122) and 'CSE District' (set to 281230040000). A 'Get Providers' button is present, followed by a dropdown menu showing 'ROOSEVELT UFSD' and a provider ID '280208030000'. To the right, there are three radio buttons: 'Unverified' (selected), 'Verified', and 'All Records'. Below these, there is a 'Get AVL' button and a field for 'First 4 Letters of Last Name (Optional)'. At the bottom, there are two lines of text: 'REG NRT K-6, 8500K and 7-12, 8500L' and 'SPEC ED NRT K-6, 8501K and 7-12, 8501L'.

7. Click the “**Get AVL**” button and place a check mark in the “**Verify**” box only once you’ve confirmed that the Education dates and Program Code listed for the student are exactly correct.
8. Hit the “**Submit**” key after you complete the verification for all students displayed on each DVHOM screen. Otherwise the updates and verifications will not be processed.

**NOTE:** If any of the information is incorrect, update the submission on the DSHOM screen before continuing with verification on DVHOM.

9. After all unverified students have been corrected on DSHOM, return to DVHOM and verify the remaining students for this Provider.
10. Now select the next largest Provider and repeat Steps 6 through 9. Continue until you have completed verification for all of the remaining Providers with unverified Chapter 348 Homeless records.

#### IV. Reviewing Your Verifications

1. To view all verified records, select “Verified” in the top-right box and then click the “Get AVL” button.

Date 04/18/22 New York State Education Department Go to   
 Time 10:04 **Homeless/Runaway Youth Verification Screen** Menu

---

School Year CSE District  
  EXAMPLETOWN UFSD  
   v

Unverified  
 Verified  
 All Records

First 4 Letters of Last Name (Optional)

REG NRT K-6, 8500K 14323 and 7-12, 8500L 15211  
 SPEC ED NRT K-6, 8501K 47931 and 7-12, 8501L 48819 <ESTIMATED RATES>

Last and First Name			Half	Program	Service							
STAC-ID	Rec	DOB	Time	Code	Type	From	To	FTE	Rate	Cost	Verify	
BARLEY	CLARA			8500-K	EDUC	09/01/21	06/24/22	1.000	14,323	14323	<input checked="" type="checkbox"/>	
H08631	01	09/14/12										
HAVISHAM	ESTELLA			8500-K	EDUC	09/01/21	06/24/22	1.000	14,323	14323	<input checked="" type="checkbox"/>	
H23029	01	06/07/13										
PIRRIP	PHILIP			8500-L	EDUC	09/01/21	06/24/22	1.000	15,211	15211	<input checked="" type="checkbox"/>	
H08632	01	11/13/03										
POCKET	HERBERT			8500-L	EDUC	09/01/21	06/24/22	1.000	15,211	15211	<input checked="" type="checkbox"/>	
H08633	01	09/29/06										
											<input type="checkbox"/>	
											<input type="checkbox"/>	
											<input type="checkbox"/>	

#### V. DVPRV Re-Verification

Re-verification is required when:

1. The dates of service (on a verified claim) are amended on the DSHOM screen.
2. The program code (on a verified claim) is amended on the DSHOM screen.