

Family Separation Housing (FSH) Overview

Introduction This guide provides the procedures for starting FSH for a member and for annual verification of a member's FSH and when to use the Grand Father box in Direct Access (DA).

- Information**
- SPO's with members who receive FSH **must** enter it annually **AFTER** the Legislative Pay Change takes effect on 1 January.
 - Monthly FSH rates are subject to pro-ration at a rate of 1/30th of the monthly amount for each day that is less than a full month of entitlement.
 - FSH is non-taxable.
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- Known Issues**
- **Spouse-in-Service** – DA will not allow FSH to start if the Spouse-in-Service box is checked in dependent data.
 - **Solution** – Uncheck the Spouse-in-Service checkbox in dependent data, save dependent data, enter save and approve the FSH transaction, re-check the Spouse-in-Service checkbox in dependent data and save.
 - **Terminal Leave** – The P&A tech fails to manually stop FSH upon departure on terminal leave resulting in overpayments and out-of-service debt collection.
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Starting Family Separation Housing (FSH)


Introduction This section provides the procedures for starting FSH in Direct Access (DA). FSH may be authorized when a separation results from military orders and not because of personal choices of the member and dependents. FSH may be payable to a member with dependents for the additional housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS, or to a PDS in CONUS to which concurrent travel has been denied. FSH must be authorized by PSC.

Known Issue The system will not allow an FSH start if the Spouse-in-Service box is checked in Dependent Data. Here is the workaround:

1. Uncheck the Spouse-in-Service box in Dependent Data.
2. Save the Dependent Data.
3. Start the FSH.
4. Approve the FSH transaction.
5. Re-check the Spouse-in-Service box in Dependent Data.
6. Save the Dependent Data.

LPC Row A Legislative Pay Change (LPC) for Housing Allowance & COLA pages should never be deleted, unless it is immediately replaced with a corrected LPC row.

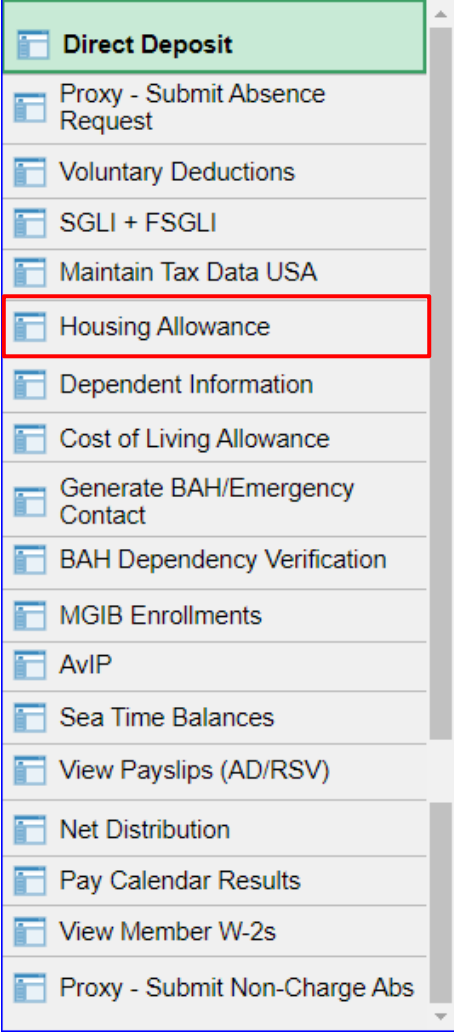
Procedures See below.

| Step | Action |
|------|---|
| 1 | Click on the Active/Reserve Pay Tile. <div style="text-align: center; border: 1px solid blue; padding: 10px; margin: 10px 0;">  <p>The image shows a square tile with a blue border. At the top, the text 'Active/Reserve Pay' is written in bold black font. Below the text is a graphic featuring a blue and white globe with a green rectangular box overlaid on it. The green box has three white circles arranged horizontally, resembling a control panel or a status indicator.</p> </div> |

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Starting Family Separation Housing (FSH), Continued

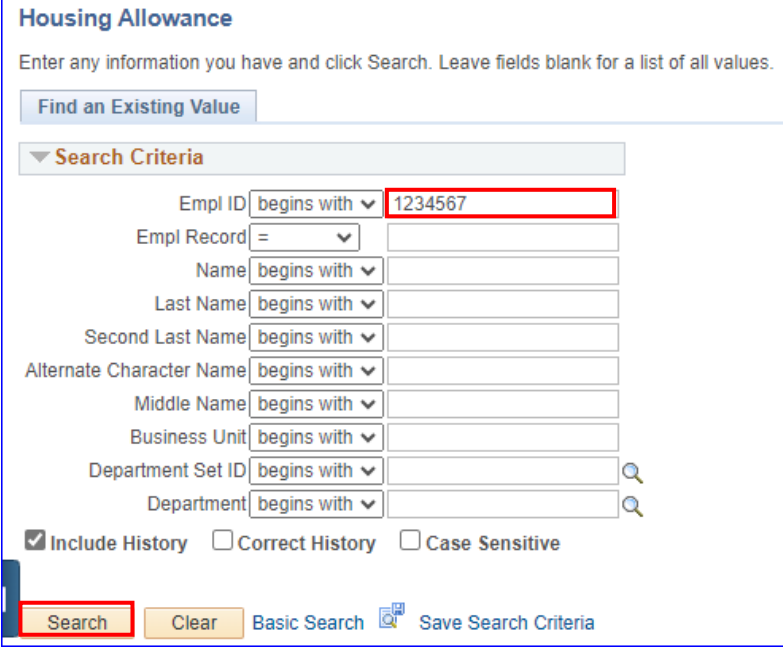
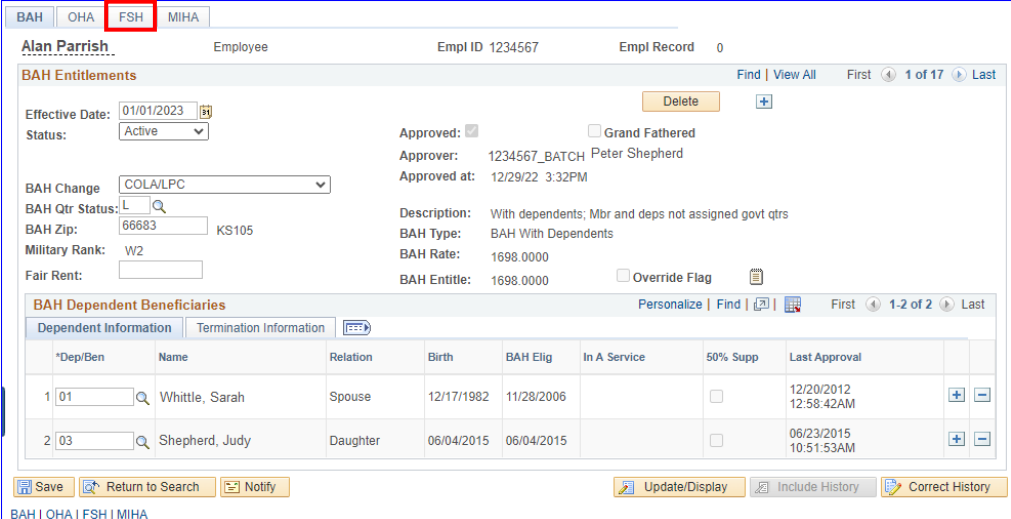
Procedures,
continued

| Step | Action |
|------|---|
| 2 | <p>Select the Housing Allowance option.</p>  <p>The screenshot shows a vertical list of menu items, each with a document icon. The items are: Direct Deposit (highlighted in green), Proxy - Submit Absence Request, Voluntary Deductions, SGLI + FSGLI, Maintain Tax Data USA, Housing Allowance (highlighted with a red border), Dependent Information, Cost of Living Allowance, Generate BAH/Emergency Contact, BAH Dependency Verification, MGIB Enrollments, AvIP, Sea Time Balances, View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs.</p> |

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Starting Family Separation Housing (FSH), Continued

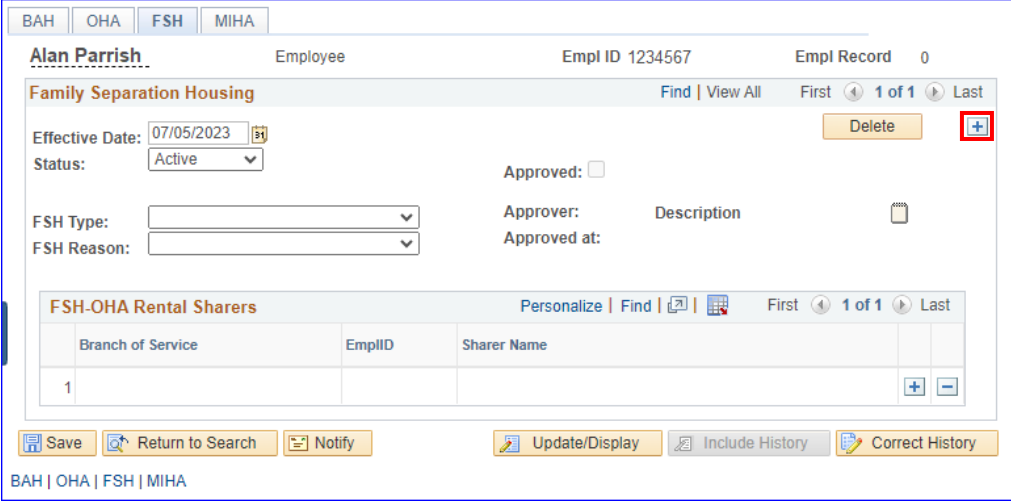

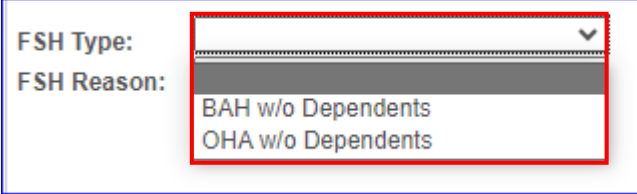
Procedures,
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| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|--|----------|------------|------------|--------------|--------------------------|-----------------------|----------|---------------|------|----------------|--------|------------|------------|--|--------------------------|-----------------------|------|----------------|----------|------------|------------|--|--------------------------|-----------------------|
| 3 | <p>Enter the Empl ID and click Search.</p>  <p>Housing Allowance</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record =</p> <p>Name begins with</p> <p>Last Name begins with</p> <p>Second Last Name begins with</p> <p>Alternate Character Name begins with</p> <p>Middle Name begins with</p> <p>Business Unit begins with</p> <p>Department Set ID begins with</p> <p>Department begins with</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>The member's current BAH information (if any) will display. Select the FSH tab.</p>  <p>BAH OHA FSH MIHA</p> <p>Alan Parrish Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements Find View All First 1 of 17 Last</p> <p>Effective Date: 01/01/2023</p> <p>Status: Active</p> <p>BAH Change: COLA/LPC</p> <p>BAH Qtr Status: L</p> <p>BAH Zip: 66683 KS105</p> <p>Military Rank: W2</p> <p>Fair Rent:</p> <p>Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>Approver: 1234567_BATCH Peter Shepherd</p> <p>Approved at: 12/29/22 3:32PM</p> <p>Description: With dependents; Mbr and deps not assigned govt qtrs</p> <p>BAH Type: BAH With Dependents</p> <p>BAH Rate: 1698.0000</p> <p>BAH Entitle: 1698.0000 <input type="checkbox"/> Override Flag</p> <p>BAH Dependent Beneficiaries Personalize Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>*Dep/Ben</th> <th>Name</th> <th>Relation</th> <th>Birth</th> <th>BAH Elig</th> <th>In A Service</th> <th>50% Supp</th> <th>Last Approval</th> </tr> </thead> <tbody> <tr> <td>1 01</td> <td>Whittle, Sarah</td> <td>Spouse</td> <td>12/17/1982</td> <td>11/28/2006</td> <td></td> <td><input type="checkbox"/></td> <td>12/20/2012 12:58:42AM</td> </tr> <tr> <td>2 03</td> <td>Shepherd, Judy</td> <td>Daughter</td> <td>06/04/2015</td> <td>06/04/2015</td> <td></td> <td><input type="checkbox"/></td> <td>06/23/2015 10:51:53AM</td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p> <p>BAH OHA FSH MIHA</p> | *Dep/Ben | Name | Relation | Birth | BAH Elig | In A Service | 50% Supp | Last Approval | 1 01 | Whittle, Sarah | Spouse | 12/17/1982 | 11/28/2006 | | <input type="checkbox"/> | 12/20/2012 12:58:42AM | 2 03 | Shepherd, Judy | Daughter | 06/04/2015 | 06/04/2015 | | <input type="checkbox"/> | 06/23/2015 10:51:53AM |
| *Dep/Ben | Name | Relation | Birth | BAH Elig | In A Service | 50% Supp | Last Approval | | | | | | | | | | | | | | | | | | |
| 1 01 | Whittle, Sarah | Spouse | 12/17/1982 | 11/28/2006 | | <input type="checkbox"/> | 12/20/2012 12:58:42AM | | | | | | | | | | | | | | | | | | |
| 2 03 | Shepherd, Judy | Daughter | 06/04/2015 | 06/04/2015 | | <input type="checkbox"/> | 06/23/2015 10:51:53AM | | | | | | | | | | | | | | | | | | |

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Starting Family Separation Housing (FSH), Continued

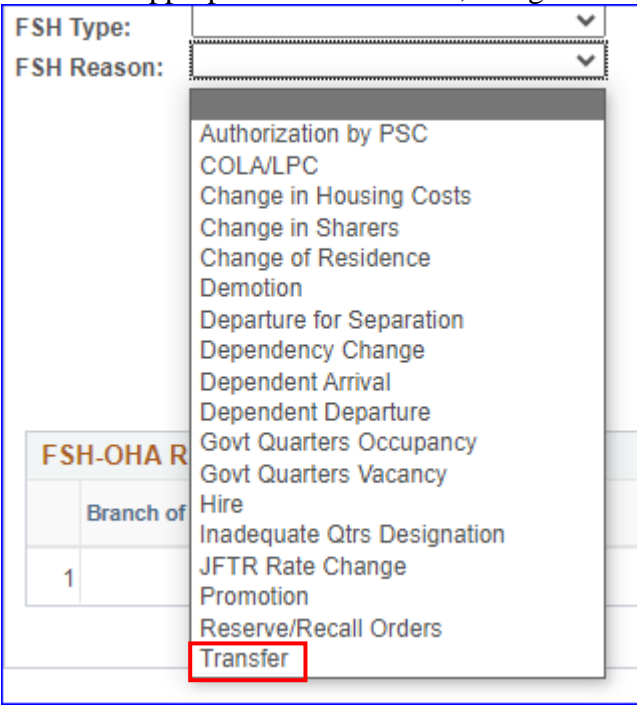
Procedures,
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| Step | Action |
|-----------------|--|
| <p>5</p> | <p>The member’s current FSH information (if any) will display. If the information is blank, continue to Step 6. If the member has an existing FSH row, click the Plus button to add a new row.</p>  |
| <p>6</p> | <p>Enter the Effective Date (defaults to current date) of the authorizing memo from CG PSC and ensure the Status reads Active (Inactive means the member is not currently receiving pay).</p>  |
| <p>7</p> | <p>Select the appropriate FSH Type, using the drop-down.</p>  |

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Starting Family Separation Housing (FSH), Continued

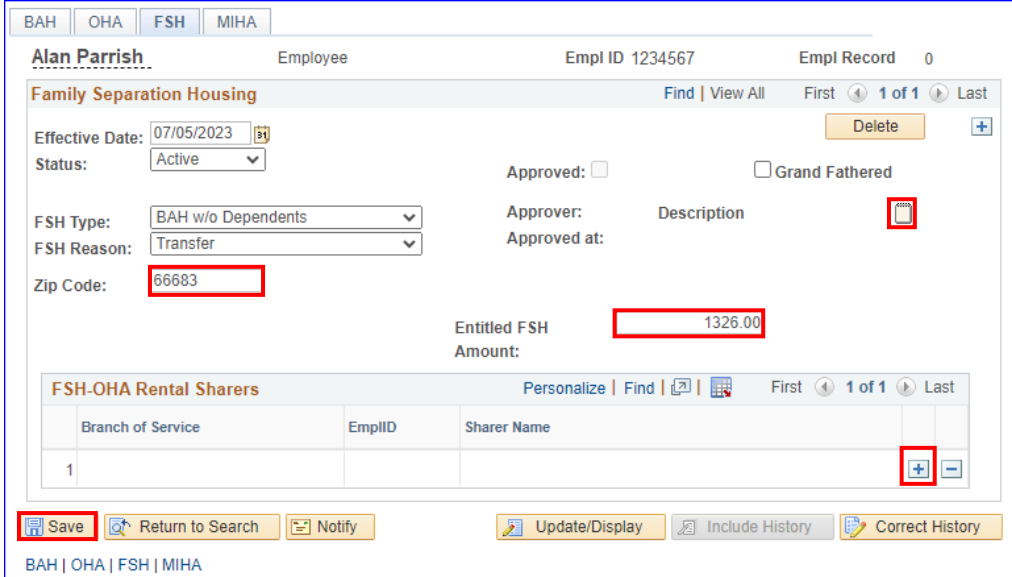
Procedures,
continued

| Step | Action |
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| 8 | <p>Select the appropriate FSH Reason, using the drop-down.</p>  <p>The screenshot shows a software interface with two drop-down menus at the top: 'FSH Type:' and 'FSH Reason:'. The 'FSH Reason:' menu is open, showing a list of reasons. The reason 'Transfer' is highlighted with a red box. In the background, there is a table with columns 'FSH-OHA R' and 'Branch of', and a row with the value '1'.</p> |

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Starting Family Separation Housing (FSH), Continued

Procedures,
continued

| Step | Action | | | | | | |
|-------------------|--|-------------------|--------|-------------|---|--|--|
| 9 | <p>If BAH w/o Dependents is selected, the following fields must be updated.</p> <ul style="list-style-type: none"> • Zip Code – The zip code will default to the current permanent duty station for Active Duty members or the Home address for Reserve members. If the default is incorrect, enter the correct Zip Code. • Notepad – Use the notepad to add specific details regarding this entitlement (Example: Authorizing Memo from CG PSC was signed 07/05/2023). • Entitled FSH Amount – The will auto-populate once the zip code is entered. • FSH-OHA Rental Sharers: Click the Plus button to add rental sharers. <p>Once all fields have been completed, click Save.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Employee: Alan Parrish, Empl ID 1234567, Empl Record 0 Family Separation Housing: Effective Date 07/05/2023, Status Active, FSH Type BAH w/o Dependents, FSH Reason Transfer, Zip Code 66683. Entitled FSH Amount: 1326.00 FSH-OHA Rental Sharers table: <table border="1"> <thead> <tr> <th>Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History. | Branch of Service | EmplID | Sharer Name | 1 | | |
| Branch of Service | EmplID | Sharer Name | | | | | |
| 1 | | | | | | | |

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Starting Family Separation Housing (FSH), Continued

Procedures,
continued

| Step | Action |
|------------------|--|
| <p>10</p> | <p>If <i>OHA w/o Dependents</i> is selected, use the Starting OHA user guide to complete the following fields:</p> <ul style="list-style-type: none"> • Locality Code – Use the lookup to select a Locality Code. • Monthly Rental Amount – Enter the Monthly Rental Amount in the foreign currency identified on the rental/lease/purchase agreement. Use the exchange rate from the Effective Date. • Notepad – Use the notepad to add specific details regarding this entitlement (Example: Authorizing Memo from CG PSC was signed 07/05/2023) • Home Owner Indicator – Check if applicable. • Fixed Exchange Rate – This box should only be checked if the rental/lease/purchase agreement was written in dollars vice the local currency. The amount needs to be reverse computed to get the dollar value. • Entitled FSH Amount – Enter the amount indicated from the PSC Memo, if applicable. • Utilities Included in Rent – Select one of the options from the drop-down. NOTE: If the Some option is selected, then a Utility Point Total must also be entered before moving on. This is based on the assigned climate for the area (see OHA Calculator at https://www.defensetravel.dod.mil/site/ohaCalc.cfm). • FSH-OHA Rental Sharers – If applicable, enter the appropriate information. This will affect the Shared Rental Amount above. <p>Once all fields have been completed, click Save.</p> |

The screenshot displays the OHA Family Separation Housing (FSH) form for Alan Parrish, Employee ID 1234567. The form is titled "Family Separation Housing" and includes the following fields and options:

- Effective Date:** 07/05/2023
- Status:** Active
- FSH Type:** OHA w/o Dependents
- FSH Reason:** Transfer
- Locality Code:** AK089
- Approved:** Approved, Grand Fathered
- Approved at:** [Notepad icon]
- Home Owner Indicator:**
- Fixed Exchange Rate:**
- Entitled FSH Amount:** [Empty field]
- OHA Rental Table Amount:**
 - Monthly Rental Amount:** 750.00
 - Shared Rental Amount:** 750.00
 - Constructive Rental Cap:** [Empty field]
- Utilities Included in Rent:** None
- Utility Point Total:** 0
- Utility Recurring Maint Allow:** [Empty field]
- FSH-OHA Rental Sharers:** Table with columns for Branch of Service, EmplID, and Sharer Name. One row is visible with a search icon.

At the bottom of the form, there are several buttons: **Save** (highlighted with a red box), **Return to Search**, **Notify**, **Update/Display**, **Include History**, and **Correct History**.

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Starting Family Separation Housing (FSH), Continued

Procedures,
continued

| Step | Action |
|-------------|---|
| 11 | Once saved, the transaction will be routed to all the SPO Auditors in the same Dept ID as the HRS User. |
