

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.
-

- 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.

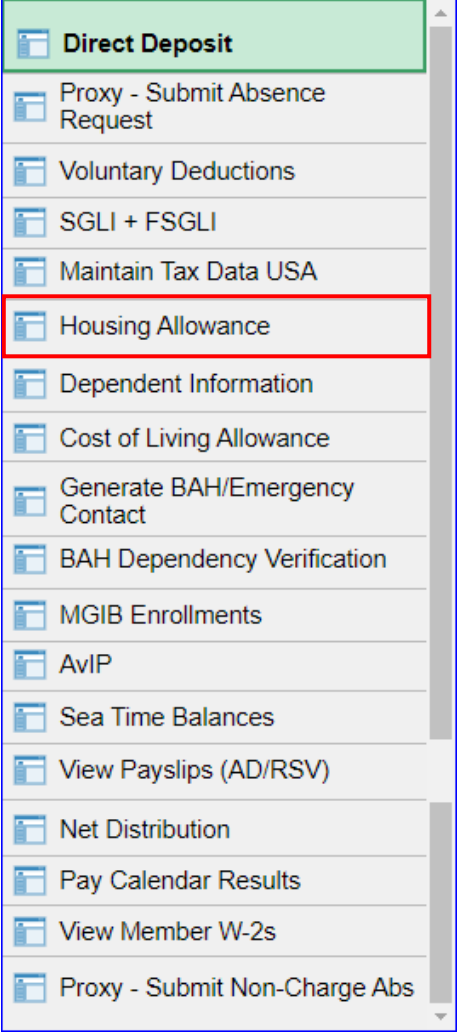
Procedures See below.

Step	Action
1	Click on the Active/Reserve Pay Tile.  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 consisting of a blue and white globe on the left and a green rectangular box with three white circles on the right, resembling a wallet or a card.

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Starting Family Separation Housing (FSH), Continued

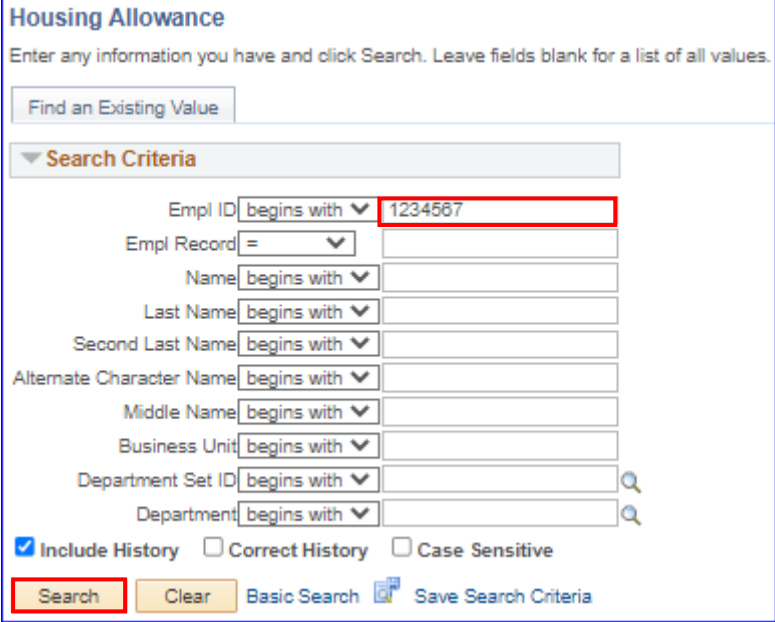
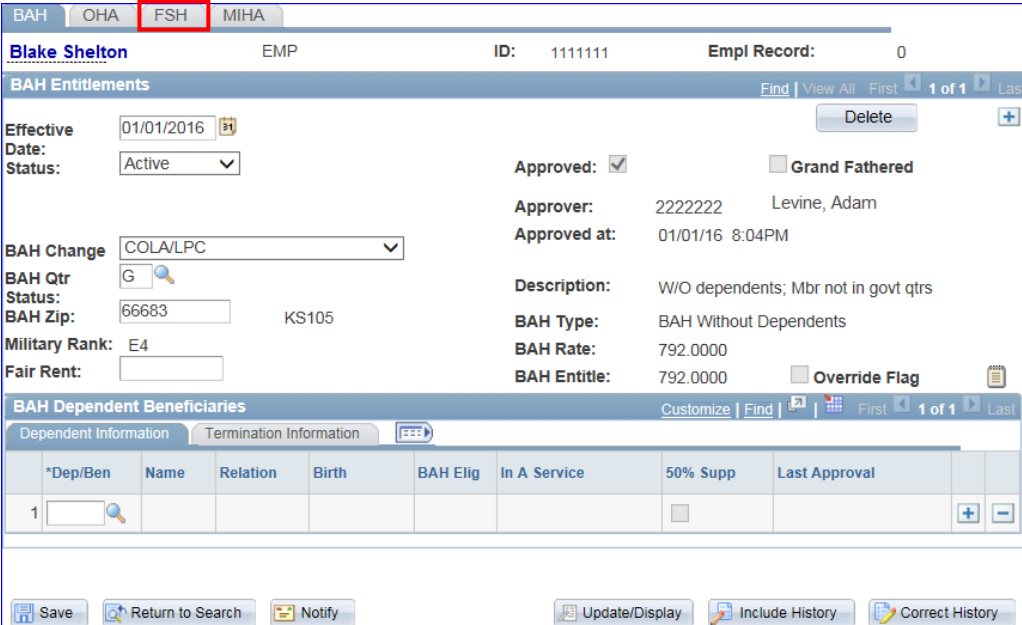
Procedures,
continued

Step	Action
1.5	<p>Select the Housing Allowance option.</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Proxy - Submit Absence Request <input type="checkbox"/> Voluntary Deductions <input type="checkbox"/> SGLI + FSGLI <input type="checkbox"/> Maintain Tax Data USA <input type="checkbox"/> Housing Allowance <input type="checkbox"/> Dependent Information <input type="checkbox"/> Cost of Living Allowance <input type="checkbox"/> Generate BAH/Emergency Contact <input type="checkbox"/> BAH Dependency Verification <input type="checkbox"/> MGIB Enrollments <input type="checkbox"/> AvIP <input type="checkbox"/> Sea Time Balances <input type="checkbox"/> View Payslips (AD/RSV) <input type="checkbox"/> Net Distribution <input type="checkbox"/> Pay Calendar Results <input type="checkbox"/> View Member W-2s <input type="checkbox"/> Proxy - Submit Non-Charge Abs

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Starting Family Separation Housing (FSH), Continued

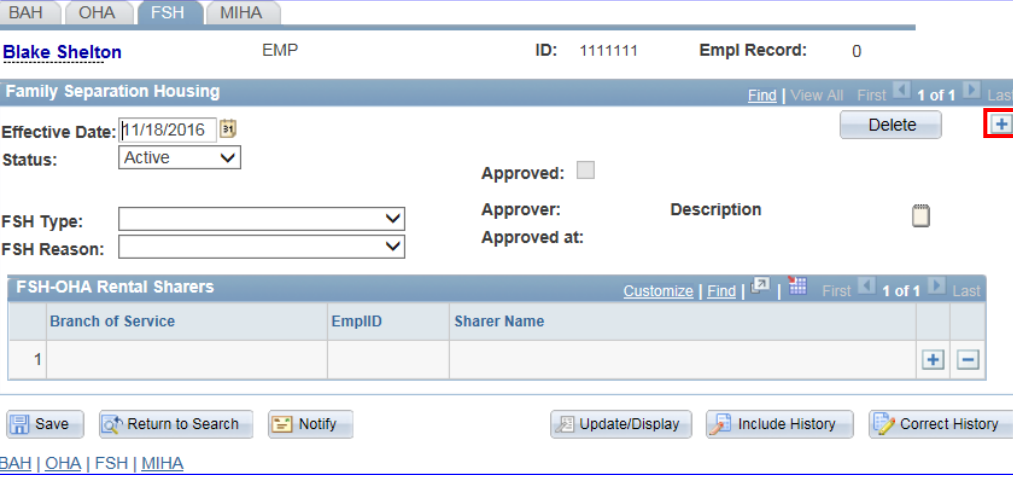

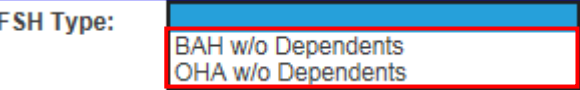
Procedures,
continued

Step	Action																
2	<p>Enter the Empl ID and hit Search.</p>  <p>Housing Allowance 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 ▼ 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>Search Clear Basic Search Save Search Criteria</p>																
3	<p>The member's current BAH information (if any) will display. Click the FSH tab.</p>  <p>BAH OHA FSH MIHA</p> <p>Blake Shelton EMP ID: 1111111 Empl Record: 0</p> <p>BAH Entitlements Find View All First 1 of 1 Last</p> <p>Effective Date: 01/01/2016</p> <p>Status: Active</p> <p>Approved: <input checked="" type="checkbox"/> <input type="checkbox"/> Grand Fathered</p> <p>Approver: 2222222 Levine, Adam</p> <p>Approved at: 01/01/16 8:04PM</p> <p>Description: W/O dependents; Mbr not in govt qtrs</p> <p>BAH Type: BAH Without Dependents</p> <p>BAH Rate: 792.0000</p> <p>BAH Entitle: 792.0000 <input type="checkbox"/> Override Flag</p> <p>BAH Dependent Beneficiaries Customize Find First 1 of 1 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</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p>	Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1						<input type="checkbox"/>	
Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval										
1						<input type="checkbox"/>											

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Starting Family Separation Housing (FSH), Continued

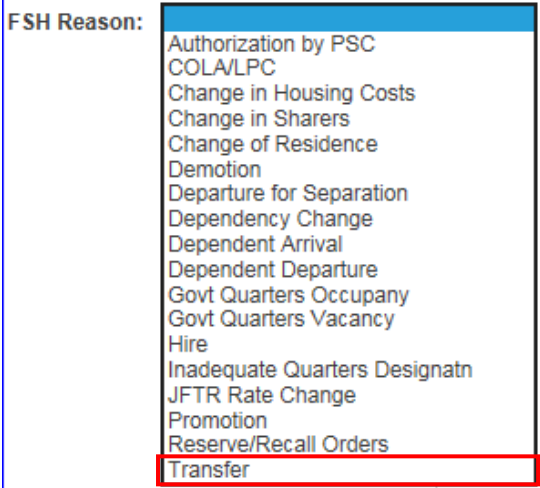
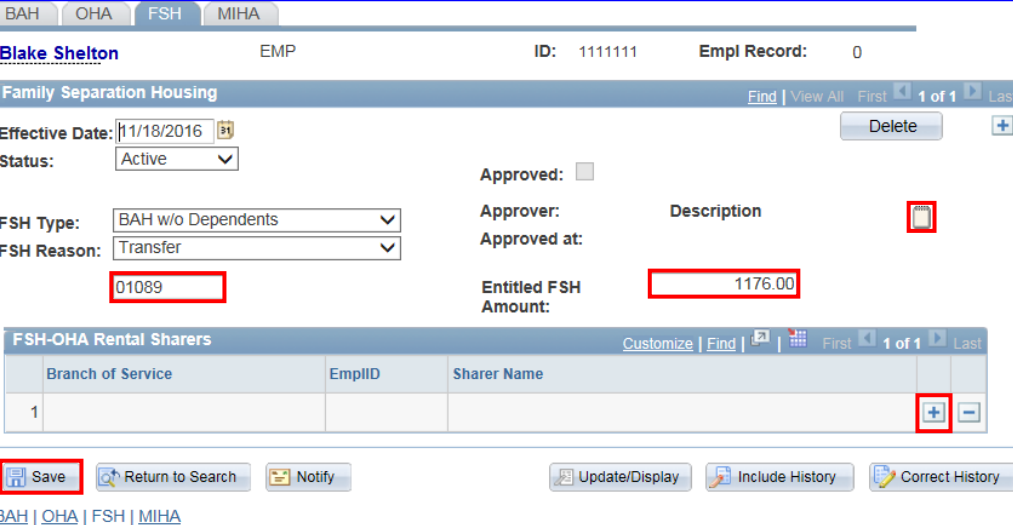
Procedures,
continued

Step	Action
4	<p>The member's current FSH information (if any) will display. If the information is blank, continue to step 5. If the member has an existing FSH row, click the Plus button to add a new row.</p> 
5	<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> 
6	<p>Select the appropriate FSH Type, using the drop-down.</p> 

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Starting Family Separation Housing (FSH), Continued

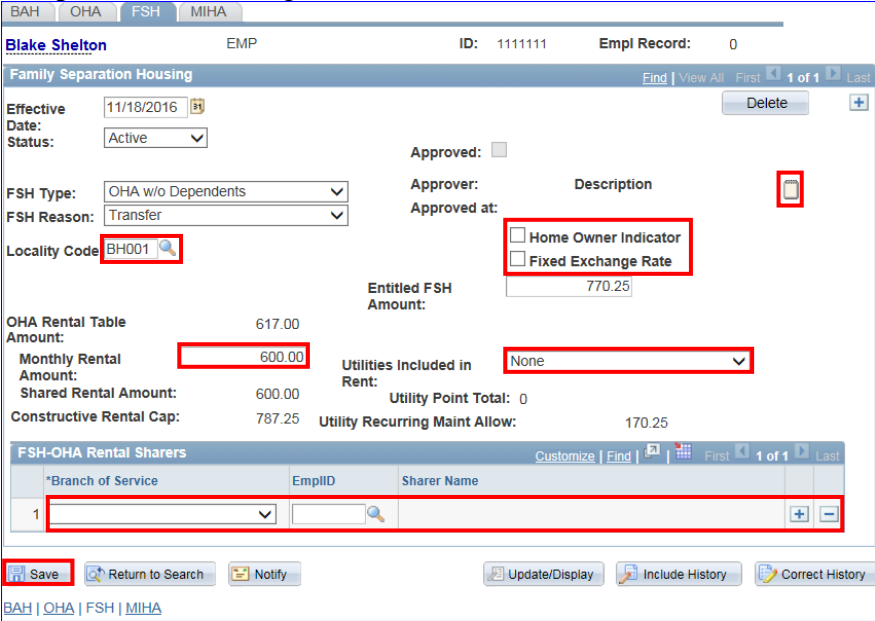
Procedures,
continued

Step	Action										
7	<p>Select the appropriate FSH Reason, using the drop-down.</p>  <p>FSH Reason:</p> <ul style="list-style-type: none"> Authorization by PSC COLA/LPC Change in Housing Costs Change in Sharers Change of Residence Demotion Departure for Separation Dependency Change Dependent Arrival Dependent Departure Govt Quarters Occupany Govt Quarters Vacancy Hire Inadequate Quarters Designatn JFTR Rate Change Promotion Reserve/Recall Orders Transfer 										
8	<p>If BAH w/o Dependents is selected, the following fields must be updated.</p>  <p>BAH OHA FSH MIHA</p> <p>Blake Shelton EMP ID: 1111111 Empl Record: 0</p> <p>Family Separation Housing Find View All First 1 of 1 Last</p> <p>Effective Date: 11/18/2016 <input type="button" value="BT"/> <input type="button" value="Delete"/> <input type="button" value="+"/></p> <p>Status: Active <input type="button" value="Approved:"/></p> <p>FSH Type: BAH w/o Dependents <input type="button" value="Approved:"/> Description <input type="button" value="Notepad"/></p> <p>FSH Reason: Transfer <input type="button" value="Approved at:"/></p> <p><input type="text" value="01089"/> <input type="text" value="1176.00"/></p> <p>Entitled FSH Amount: 1176.00</p> <p>FSH-OHA Rental Sharers Customize Find <input type="button" value="First"/> 1 of 1 <input type="button" value="Last"/></p> <table border="1"> <thead> <tr> <th>Branch of Service</th> <th>EmplID</th> <th>Sharer Name</th> <th><input type="button" value="+"/></th> <th><input type="button" value="-"/></th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></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> <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 11/18/2016) - Entitled FSH Amount: The appropriate amount will auto-populate once the zip code is entered. - FSH-OHA Rental Sharers: Click the Plus button to add rental sharers. <p>Save: Once all fields have been completed, click Save.</p>	Branch of Service	EmplID	Sharer Name	<input type="button" value="+"/>	<input type="button" value="-"/>	1			<input type="button" value="+"/>	<input type="button" value="-"/>
Branch of Service	EmplID	Sharer Name	<input type="button" value="+"/>	<input type="button" value="-"/>							
1			<input type="button" value="+"/>	<input type="button" value="-"/>							

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Starting Family Separation Housing (FSH), Continued

Procedures,
continued

Step	Action
9	<p>If OHA w/o Dependents is selected, use the Starting OHA user guide to complete the following fields.</p>  <p>The screenshot shows the OHA Family Separation Housing form for Blake Shelton. The form includes the following fields and values:</p> <ul style="list-style-type: none"> Effective Date: 11/18/2016 Status: Active FSH Type: OHA w/o Dependents FSH Reason: Transfer Locality Code: BH001 Approved: <input type="checkbox"/> Approved at: [Notepad icon] Home Owner Indicator: <input type="checkbox"/> Fixed Exchange Rate: <input type="checkbox"/> Entitled FSH Amount: 770.25 OHA Rental Table Amount: 617.00 Monthly Rental Amount: 600.00 Shared Rental Amount: 600.00 Constructive Rental Cap: 787.25 Utilities Included in Rent: None Utility Point Total: 0 Utility Recurring Maint Allow: 170.25 <p>The FSH-OHA Rental Sharers table is also visible, with one row showing a Branch of Service, EmplID, and Sharer Name.</p> <p>Save: Once all fields have been completed, click Save.</p>

- **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 11/18/2016)
- **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 will need to be reverse computed to get the dollar value.
- **Utilities Included in Rent:** Select one of the options in the **Utilities Included in Rent** drop-down. 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 **OHA Rental Sharers** information. This will affect the **Shared Rental Amount** above.

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Starting Family Separation Housing (FSH), Continued

Procedures,
continued

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


Annual Verification of FSH

Introduction This section provides the procedures for annually verifying a member’s FSH and when to use the Grand Fathered box in DA.

Information Providing no other changes in pay have occurred for this member except the LPC row on 1 January, SPO’s with members who receive FSH must **enter** and **verify** the member is getting the higher rate after it goes into effect on 1 January each year.

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

Procedures See below.

Step	Action																
1	<p>Select the Housing Allowance link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The links are as follows:</p> <table border="1"> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td>Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Dependent Information</td> <td>Cost of Living Allowance</td> </tr> <tr> <td>BAH Depndnt/EmrgncyData Emplid</td> <td>MGIB Enrollments</td> </tr> <tr> <td>Sea Time Balances</td> <td>AvIP</td> </tr> <tr> <td>View Payslips (AD/RSV)</td> <td>Net Distribution</td> </tr> <tr> <td>Pay Calendar Results</td> <td>Proxy - Submit Non-Charge Abs</td> </tr> </table>	Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Dependent Information	Cost of Living Allowance	BAH Depndnt/EmrgncyData Emplid	MGIB Enrollments	Sea Time Balances	AvIP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	Proxy - Submit Non-Charge Abs
Direct Deposit	Proxy - Submit Absence Request																
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View Payslips (AD/RSV)	Net Distribution																
Pay Calendar Results	Proxy - Submit Non-Charge Abs																

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Annual Verification of FSH, Continued

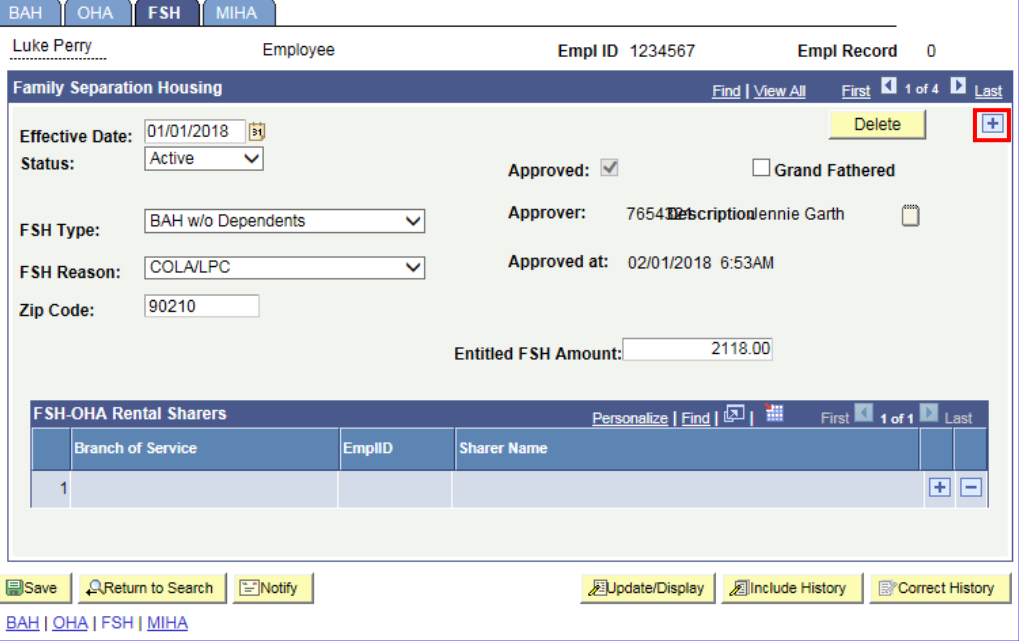
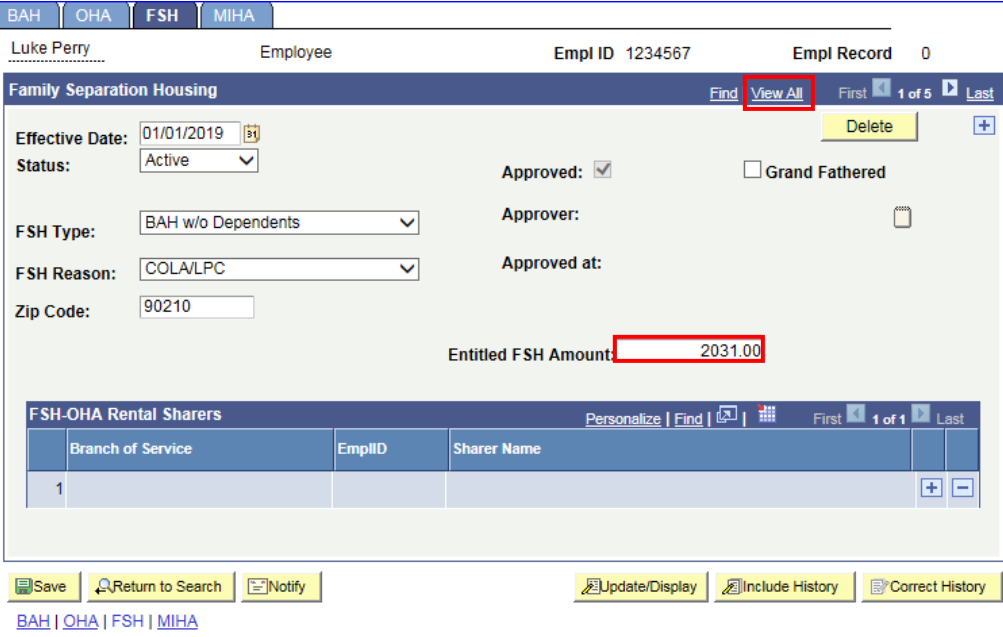
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID, check the Include History and Correct History boxes and click Search.</p> <div data-bbox="316 528 1289 1279" style="border: 1px solid blue; padding: 5px;"> <p>Housing Allowance 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 ▼ 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 checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>
3	<p>The BAH tab will display. Select the FSH tab.</p> <div data-bbox="316 1352 1377 1541" style="border: 1px solid blue; padding: 5px;"> <p>BAH OHA FSH MIHA</p> <p>Luke Perry Employee Empl ID 1234567 Empl Record 0</p> <p>BAH Entitlements Find View All First 1 of 7 Last</p> <p>Effective Date: 01/01/2019 Delete +</p> <p>Status: Active Approved: <input checked="" type="checkbox"/> Grand Fathered <input checked="" type="checkbox"/></p> </div>

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Annual Verification of FSH, Continued

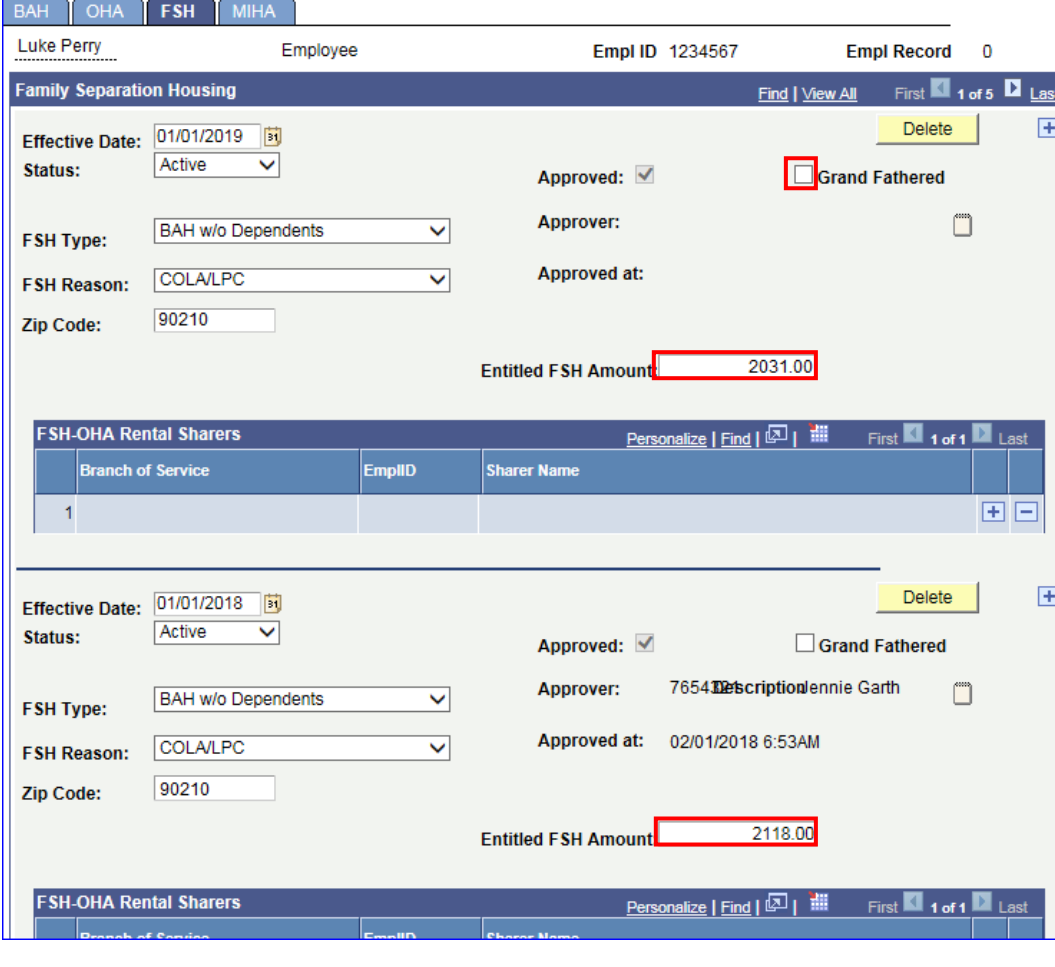
Procedures,
continued

Step	Action
4	<p>Last year's LPC row will display. Click the Plus button.</p>  <p>The screenshot shows the 'Family Separation Housing' record for Luke Perry (Empl ID 1234567). The record is for the year 2018. The 'Entitled FSH Amount' is 2118.00. A red box highlights the plus button in the top right corner of the record details.</p>
5	<p>The current year will display with the current Entitled FSH Amount. Click View All.</p>  <p>The screenshot shows the 'Family Separation Housing' record for Luke Perry (Empl ID 1234567). The record is for the year 2019. The 'Entitled FSH Amount' is 2031.00. A red box highlights the 'View All' button in the top right corner of the record details.</p>

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Annual Verification of FSH, Continued

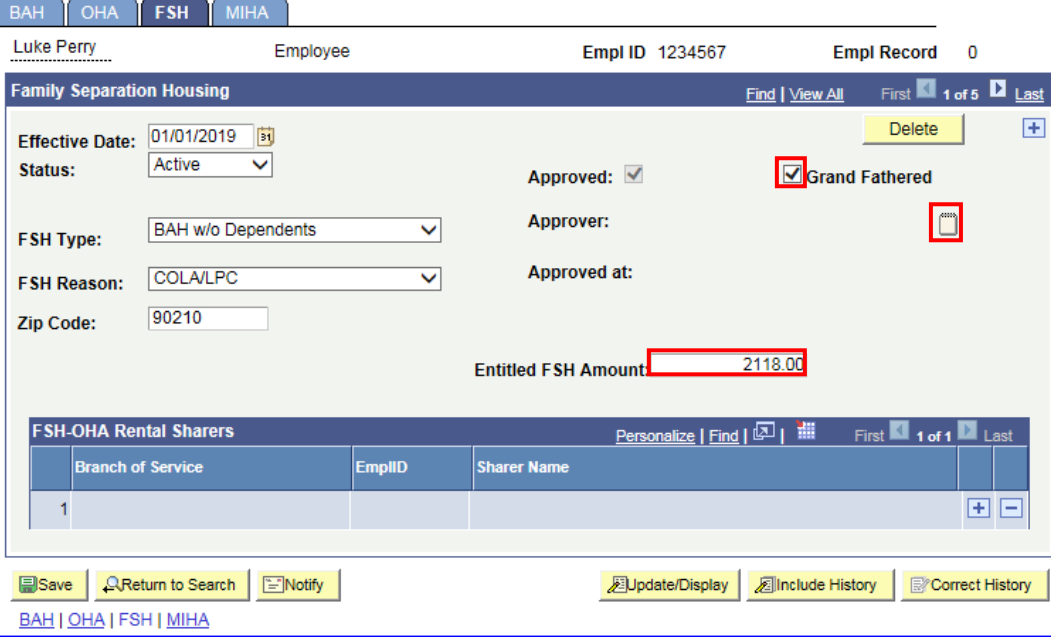
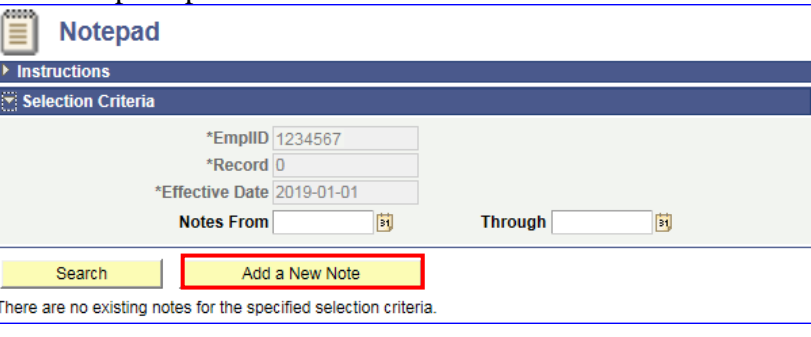
Procedures,
continued

Step	Action
6	<p>Since this year's amount has decreased, the Grand Fathered box will need to be used. If it stays the same or increases, just click save to forward for approval.</p>  <p>The screenshot displays the 'Family Separation Housing' (FSH) management interface for employee Luke Perry (Empl ID 1234567). It shows two FSH records:</p> <ul style="list-style-type: none"> Record 1 (Top): Effective Date: 01/01/2019, Status: Active, FSH Type: BAH w/o Dependents, FSH Reason: COLA/LPC, Zip Code: 90210. The 'Entitled FSH Amount' is 2031.00. The 'Grand Fathered' checkbox is checked. Record 2 (Bottom): Effective Date: 01/01/2018, Status: Active, FSH Type: BAH w/o Dependents, FSH Reason: COLA/LPC, Zip Code: 90210. The 'Entitled FSH Amount' is 2118.00. The 'Grand Fathered' checkbox is unchecked. <p>Each record includes fields for 'Approved', 'Approver', and 'Approved at'. The interface also features a table for 'FSH-OHA Rental Sharers' and navigation controls like 'Find', 'View All', and 'Delete'.</p>

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Annual Verification of FSH, Continued



Procedures,
continued

Step	Action
7	<p>Check the Grand Fathered box, change the Entitled FSH Amount to last year's amount, and click the Notepad icon.</p> 
8	<p>The Notepad opens in a new window. Click Add a New Note.</p> 

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Annual Verification of FSH, Continued

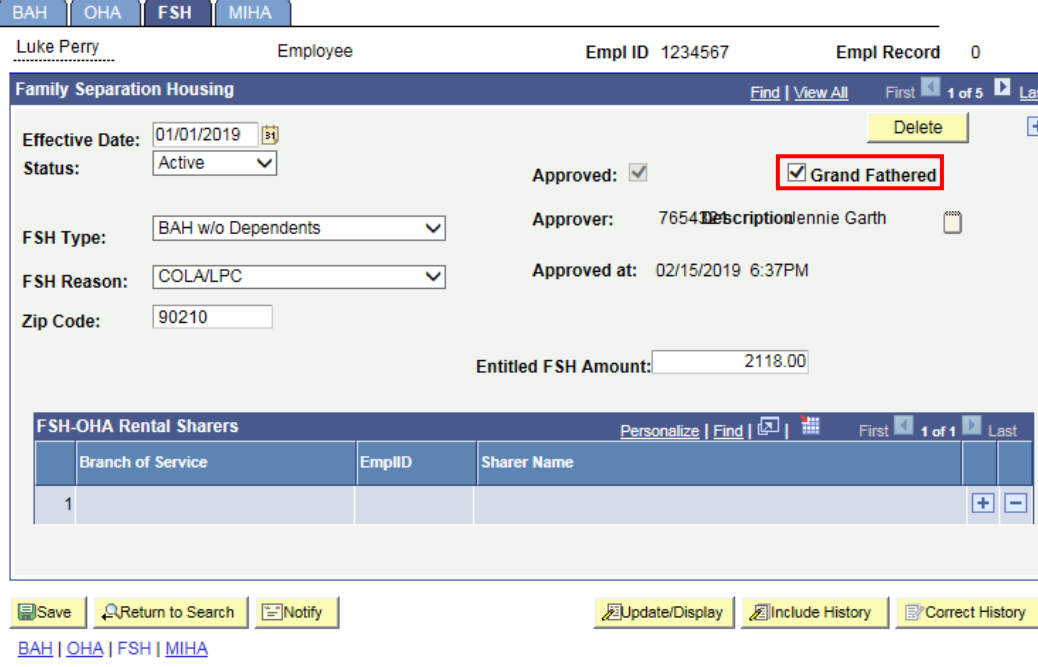
Procedures,
continued

Step	Action										
<p>9</p>	<p>Include in the Note Text, the original amount stated for this row, when it was updated and the current amount showing (once the amount is changed there is no proof of the original amount like the BAH row displays). Click Save.</p>  <p>Selected Note</p> <p>Instructions</p> <p>Selected Performance Note</p> <p>Applications</p> <p>Emplid 1234567 Created 02/15/2019 6:37PM Record 0 Creator Jason Priestly Effective Date 2019-02-15 Last Update Updated By</p> <p>Subject Grand Fathered box</p> <p>Note Text LPC row decreased FSH entitlement to 2031.00. Checked the Grand Fathered box and updated the amount to 2118.00 on 2/15/19. J Priestly</p> <p>Save</p> <p>Return to Note Selection Page</p>										
<p>10</p>	<p>The Notepad window will display with the newly created Subject note. Use the X to close out of this window.</p>  <p>Notepad</p> <p>Instructions</p> <p>Selection Criteria</p> <p>*EmplID 1234567 *Record 0 *Effective Date 2019-01-01</p> <p>Notes From <input type="text"/> Through <input type="text"/></p> <p>Search Add a New Note</p> <p>Existing Notes Personalize Find </p> <table border="1"> <thead> <tr> <th>Emplid</th> <th>Record</th> <th>Effective Date</th> <th>Subject</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2019-02-15</td> <td>Grand Fathered box</td> <td>02/15/2019 6:37PM</td> </tr> </tbody> </table> <p>Select All Deselect All</p>	Emplid	Record	Effective Date	Subject	Created	1234567	0	2019-02-15	Grand Fathered box	02/15/2019 6:37PM
Emplid	Record	Effective Date	Subject	Created							
1234567	0	2019-02-15	Grand Fathered box	02/15/2019 6:37PM							

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Annual Verification of FSH, Continued

Procedures,
continued

Step	Action						
11	<p>Once approved, the Grand Fathered box does not grey out (another reason the Notepad should be used).</p>  <p>The screenshot displays the 'Family Separation Housing' record for Luke Perry. The 'Grand Fathered' checkbox is checked and highlighted with a red box. The 'Approved' checkbox is also checked. The 'Approver' is listed as 7654 Jennie Garth. The 'Approved at' timestamp is 02/15/2019 6:37PM. The 'Entitled FSH Amount' is 2118.00. Below the main form is a table titled 'FSH-OHA Rental Sharers' with one row showing a sharer.</p> <table border="1" data-bbox="352 947 1353 1055"> <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>	Branch of Service	EmplID	Sharer Name	1		
Branch of Service	EmplID	Sharer Name					
1							