



FACT SHEET_{v17}

Military Spouse Career Advancement Accounts (MyCAA)

Program Sponsor: Office of the Deputy Under Secretary of Defense for Military Community & Family Policy (DUSD/MC&FP)

Program Description: The Department of Defense (DoD) Military Spouse Career Advancement Accounts (MyCAA) program provides a lifetime benefit of up to \$6,000 of Financial Assistance (FA) for military spouses who are pursuing licenses, certificates, credentials or degree programs leading to employment in Portable Career Fields.

Who Is Eligible: Spouses of DoD Active Duty members and activated members of the National Guard and Reserve Components who are on Title 10 orders are eligible to receive MyCAA Financial Assistance (FA).

Who Is Not Eligible? Military spouses who are legally separated under court order or statute are ineligible. Spouses who are Active Duty or activated Guard or Reserve members themselves are ineligible. Coast Guard spouses are ineligible.

What MyCAA Pays For: MyCAA FA pays tuition for education and training courses, and professional licenses, certifications and credentials. This includes state certifications for teachers, medical professionals and other occupations requiring recognized certifications; licensing exams and related prep courses; Continuing Education Unit (CEU) classes including those offered through professional associations; and degree programs leading to employment in Portable Career Fields. MyCAA also pays for High School Completion courses, GED tests and English as a Second Language (ESL) classes.

What MyCAA Does Not Pay For: MyCAA does not pay for electronic devices or computers of any kind (CPUs, laptops, iPods, etc); college entrance exams and related prep courses (SAT, LSAT, GRE, etc); application, graduation or membership fees; student activity cards; child care; lodging; parking; transportation; or medical services. MyCAA does not pay separate costs for books, supplies or equipment.

How to Get Started: Eligible spouses can establish a MyCAA Account by visiting the MyCAA website ~ <https://aiportal.acc.af.mil/mycaa>. Once spouse Profile information is provided, MyCAA will verify spouse DEERS benefit eligibility. Eligible spouses will be allowed to create their Career and Training Plan and request FA when they are within 30 days of course start dates. Additionally, spouses are responsible for applying to their selected school or program and enrolling in each course included in their approved MyCAA Career and Training Plan.

How MyCAA Financial Assistance (FA) Works: FA must be requested by the spouse and approved by MyCAA. It will be provided directly to schools on a course-by-course basis using the following process:

- The military spouse opens a MyCAA Account and establishes a Career and Training Plan that includes the spouse's Portable Career Field and chosen occupation, the correct name of school / campus location and course information (course titles, codes, costs and start/end dates) for at least one course that is starting within the next 30 days. If the spouse enters incorrect information, the MyCAA FA request will be rejected during the school invoicing process and the spouse will be held responsible for paying course costs.
- If a spouse enrolls in a course without an approved MyCAA FA document, the spouse will be responsible for paying course costs. MyCAA does not provide reimbursements of any kind.
- Spouses are responsible for requesting FA prior to the start of each course. Courses with different start dates must be submitted as separate FA requests.
- Spouses must work with their school officials and follow appropriate school and MyCAA enrollment and FA procedures.

Who Can Help Spouses:

Military spouses can help themselves:

- Visit www.careeronestop.org to explore Portable Career Fields and find schools that have programs of study leading to licenses, certificates and degrees.
- Find their school in the MyCAA website (<https://aiportal.acc.af.mil/mycaa>) by using the School Search function. If the desired school is not listed, follow the directions shown at the end of the School Search.
- Establish and manage their MyCAA Account at <https://aiportal.acc.af.mil/mycaa>, use MyCAA resources to create a Career and Training Plan, and apply for FA.

School Officials can help spouses:

- Select a Program of Study and sources of exams for licenses and certificates.
- Select courses to include in their MyCAA Career and Training Plan.
- Validate school and course information on the approved FA request prior to course start dates to avoid billing problems.
- Submit grades or evidence of course completion to MyCAA within 60 days of course end dates.

MyCAA Career and Education Consultants (1-800-342-9647) can help spouses:

- Explore career interests, evaluate school options and compare Programs of Study, including costs.
- Review and approve their Career and Training Plans.

Who Can Help Schools: Schools can contact MyCAA School Liaisons at 1-888-256-9920 or send an email to MyCAASchools@MOSCenter.us to request support and assistance. These two resources are for SCHOOL OFFICIALS ONLY. If spouses or other family members use these resources, they will cause significant delays and may prevent spouses from receiving MyCAA Financial Assistance (FA).