

FACT SHEET FOR ARMY SPOUSES/SOLDIERS WITH SPOUSES

RE: ARMY SPOUSE STATE RELICENSURE AND RECERTIFICATION COSTS REIMBURSEMENT

This effective retroactively to 12 December 2017 and the authority to provide reimbursement expires on 31 December 2024.

ELIGIBILITY

The army will reimburse a Soldier for qualified relicensing costs of the spouse when—

- A. The soldier is reassigned, either as a permanent change of station (pcs) or permanent change of assignment, from a duty station in one state to a duty station in another state.
- B. AND the movement of the Soldier's dependents is authorized at the expense of the United States as part of the reassignment.

*NOTE: The spouse is not required to have held the license in the immediately preceding duty station state. So long as the spouse, while married to the Soldier, held the license at any prior duty station state, reimbursement eligibility requirements are met upon pcs to the new duty station state.

PROCESS

Soldiers will submit the following supporting documents to their unit S-1:

- A. Completed standard form (SF) 1034, approved by unit commander. Their units S-1/personnel designated official will certify the voucher.
- B. Copy of current permanent change of station orders.
- C. Verification of spouse's license number, type of license, and state.
- D. Copy of new state license and/or certification.
- E. Proof of fees paid for relicensing and/or recertification from current permanent duty station.

METHOD OF PAYMENT

- A. The unit S-1 will verify marriage certificate through IPERMS, validate signatures and the information in the sf 1034, sign as the certifying officer, and forward approved/certified SF 1034 with supporting documents on a transmittal letter to the Soldier's local servicing finance office for processing and reimbursement.
- B. Payments will be made by electronic funds transfer (EFT) to the Soldier's direct deposit account within 10 working days.

REIMBURSEMENT

- A. When the request for reimbursement was adjudicated on or prior to 19 December 2019, the reimbursable amount is the lesser amount between fees paid and \$500.
- B. When the request for reimbursement was adjudicated on or after 20 December 2019, the reimbursable amount is the lesser amount between fees paid and \$1,000.

*NOTE: This reimbursement is taxable income. A separate W-2 will be issued to the Soldier during tax season and will be available on the Soldier's MyPay account.

DEFINITIONS

Qualified Relicensing Costs:

Costs, including examination and registration fees, that are imposed by the jurisdiction of the new duty station to secure a license or certification to engage in the same profession the Soldier's spouse engaged in while in the jurisdiction of the original duty station and are paid or incurred by the Soldier or spouse to secure the license or certification from the jurisdiction of the new duty station after the date on which the orders directing the reassignment are issued.

Original Duty Station:

Any prior duty station where the spouse, while married to the Soldier, engaged in the profession requiring the license; it is not limited to the duty station immediately preceding the PCS move.