

Spouse State Re-Licensing and Certification Fees Reimbursement Program

What is it? A new benefit to help offset the costs of State licensure and certification incurred following a permanent change of station or permanent change of assignment to another State.

What does it do? Allows Soldiers to be reimbursed up to \$500 for qualified spouse state relicensing costs that result from the Soldier's permanent change of station or assignment to a different state.

What are qualified relicensing costs? Costs, including examination and registration fees, that are imposed by the State 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 State of the original duty station.

These qualified relicensing costs must be or incurred to secure the license or certification from the State of the new duty station after the date on which the orders directing the reassignment are issued.

Who qualifies? Regular Army, Army National Guard/Army National Guard of the U.S., and U.S. Army Reserve Soldiers on Active Duty whose spouse require a State relicensing or recertification to continue their profession in a new place of residence pursuant to the permanent change of station or permanent change of assignment of a sponsor from one State to another State.

What situations qualify? The Army will reimburse a Soldier for qualified spouse relicensing costs when:

- the Soldier is reassigned, either as a permanent change of station or permanent change of assignment, from a duty station in one State to a duty station in another State; and
- the movement of the Soldier's dependents is authorized

How do Soldiers apply for reimbursement? By visiting their unit S-1/personnel and providing, at the minimum, the following supporting documents:

- completed Standard Form (SF) 1034 - Public Voucher For Reimbursement And Services Other Than Personal.
- copy of current permanent change of station orders;
- copy of spouse's previous license and/or certification, type of license and state;
- copy of new state license and/or certification; and
- receipt/proof of fees paid for relicensing and/or recertification from current PDS.

Who will submit the claim to the supporting finance office for processing and payment? The Soldier's unit S-1/personnel office will submit an approved and certified Standard Form (SF) 1034, Public voucher for Purchases and Services other than personal, with supporting documents, to the supporting finance office.

Who approves and certifies the SF 1034? The unit commander approves the voucher and the unit S-1/personnel office will verify Soldier's marital status through the Interactive Personnel Electronic Records Management Systems (iPERMS) and certifies the voucher as correct and proper for payment.

What is the method payment? Through electronic funds transfer (EFT) to the Soldier's direct deposit account within 10 days of receipt by the supporting finance office.

Is this a taxable income reimbursement? Yes. DFAS will issue a separate W-2 during tax season and will be available on the Soldier's MyPay account.

What if Soldiers have questions on this program?

Refer to their unit S-1 or chain of command.

For more details see: ALARACT 036-/2019, Announcement of the Army Directive (AD_2019-18 and Filing Instructions for Spouse State Licensure and Certification Reimbursement)

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