



DEFENSE FINANCE AND ACCOUNTING SERVICE
U.S. Military Annuitant Pay
8899 E 56th Street
Indianapolis, IN 46249-1300
www.dfas.mil/retiredmilitary

March 10, 2020

Dear

Why we are writing

We're making school certifications easier and more convenient for you to submit.

Survivor Benefit Plan child annuitants who are between age 18 and 22 must certify that they are enrolled in a **full-time** course of education in order to be entitled to an annuity.

College student SBP child annuitants between age 18 and 22 must submit a DD 2788 (Child Annuitant's School Certification) each term.

High school student SBP child annuitants turning 18 must submit a DD 2788 by the first day of the month of their 18th birthday. They must submit another DD 2788 one year later or at graduation, whichever comes first.

What you need to know

1. **College students can now submit** a copy of an **unofficial transcript or official transcript** from your school or a verification from the **National Student Clearinghouse** with your DD 2788 - Child Annuitant's School Certification, **instead** of having a school official fill out and sign the form (Sections III or IV of the form). The transcript/verification you submit must show you are enrolled in school **full-time** and it must be dated at least 45 days into the semester/term (for college students certifying current attendance). For certifying past attendance, the transcript/verification must be dated after the 45th day of the term and show you were enrolled in school **full-time** for that term.
2. **College students can now submit the school certification form any time after the 45th day** of the term (instead of only within 30 days of the end of the term). We are in the process of updating the DD 2788 form, but please know you now have a longer window of time to fill out and send in your form before the end of the term. School officials can certify any time after the 45th day of the start of the term. The form is still due by the end of the term if you are a college student.

3. **High school students** (over 18) can now submit a copy of an **unofficial transcript or official transcript** from your school or a verification from the **National Student Clearinghouse** with your DD 2788 - Child Annuitant's School Certification, **instead** of having a school official fill out and sign the form (Sections III or IV of the form). The unofficial transcript can be **proof of enrollment** generated by your school's learning management system. If you are certifying for current attendance, the transcript/verification you submit must show you are currently enrolled in high school full-time. The transcript/verification cannot be dated more than 60 days before the date you send your DD Form 2788. If you are certifying for past attendance in high school, the transcript can be dated any time after the 45th day of the start of the school term.
4. We have a **how-to checklist on our website** to help you fill out your school certification form correctly: <https://www.dfas.mil/schoolcerts>
5. You can **upload a PDF of your signed and dated school certification form online** on the AskDFAS area of our website, which is mobile-friendly. The online upload tool is at (this link is case-sensitive): <https://go.usa.gov/xymaH>
6. If you have a **myPay account with a valid email address**, we'll send you an **email reminder** when you have a school certification coming due.

We are working on **even more changes** to make the school certification process **easier and more convenient**, and we will keep you posted.

What you need to do

The next time you have a school certification due, remember you have a longer time window to submit (if you are a college student), you have options for the school official's certification, and there is an online option for uploading your signed form on our website.

Also, if you are not yet using myPay, activate your profile and add an email address and phone number now at <https://mypay.dfas.mil> so we can send you an email reminder when your school certification is coming due. It's easy to get started, and myPay is now more mobile-friendly so you can use it on the web browser of any device.

Please keep a copy of this letter and share it with school officials if there are any questions about these changes.

Find out more about these options on our School Certifications webpage at: <https://www.dfas.mil/schoolcerts>

If you have questions

We have additional information about the Survivor Benefit Plan and school certifications on our website at <https://www.dfas.mil/retiredmilitary>. Or you can call our Customer Care Center at 800-321-1080.

Sincerely,
Director,
Retired and Annuitant Pay