



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

May 15, 2020

Dear Student SBP Child Annuitant,

Why we are writing

We are pleased to tell you that we simplified the school certification form and overhauled the process to reduce the paperwork and make it easier and more convenient for you.

College students will now certify **annually** instead of each term, students will **self-certify** so they will no longer need a school official signature or school documentation when they certify full-time attendance, and the new DD 2788 - Child Annuitant's School Certification form is **shorter and simpler**.

What you need to know

The plan's payments to child annuitants typically end when they reach age 18. However, if the child annuitant attends school full-time, they are eligible to continue receiving payments until the end of the school year during which they turn 22, as long as they remain unmarried. To continue the annuity payments, a child annuitant over 18 **must regularly certify they are a full-time student**.

What you need to do

The new form and process are much easier and simpler. **You can start using them now!** Please **see the enclosed information** and use the instructions that fit your individual situation.

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.

If you have questions

We have detailed information on our School Certifications webpage: www.dfas.mil/schoolcerts. You can also call our Customer Care Center at 800-321-1080.

We appreciate the opportunity to serve you.

Sincerely,
Director,
Retired and Annuitant Pay

INSTRUCTIONS

A new DD 2788 - Child Annuitant's School Certification form and a new Child Annuitant's Certification for Previous Attendance Letter are enclosed in this packet. In the future, the Previous Attendance Letter you receive in the mail will be pre-filled with the information you provided previously on your DD 2788 form, so you can simply confirm and sign.

If you have stopped attending school full-time and don't intend to return to full-time schooling in the next 150 days, you **must notify us immediately** by sending a signed DD Form 2788 or by sending us a written statement stating you are no longer a full-time student. Please include your full name, daytime phone number, the member's social security number and your signature on all written correspondence.

Please use the instructions below that fit your individual situation:

If you have **already sent us the NEW version** (form dated May 2020) of the DD 2788 with your full future attendance information for the upcoming school year (the expired DD 2788 only covers one term/semester), **you do not need to return anything.**

College Students and High School Students Over 18 Attending School Full-Time

If you have **not yet submitted** your school certification form for the most recent term/semester, please fill out, sign and return the new DD 2788 form and new Child Annuitant's Certification for Previous Attendance Letter enclosed in this packet as soon as possible. We must receive it **no later than** 60 days from the date of this letter.

If you have **already submitted** your school certification form for the most recent term/semester, please fill out, sign and return the new DD 2788 form as soon as possible. This is so we have your full future attendance information for the upcoming school year and you won't need to fill out another DD 2788 until summer of 2021 (unless you graduate or stop attending school full-time). Please return it **no later than** 60 days from the date of this letter.

High School Students and College Students Turning 18

If you have **not yet submitted** your first school certification form, please fill out, sign and return the new DD 2788 form as soon as possible. We must receive it **no later than** 60 days from the date of this letter. To continue annuity payments, a child annuitant over 18 must regularly certify they are a full-time student.

If you have **already submitted** your first school certification form, please fill out, sign and return the new DD 2788 form as soon as possible. This is so we have your full future attendance information for the upcoming school year and you won't need to fill out another DD 2788 until summer of 2021 (unless you graduate or stop attending school full-time). Please return it **no later than** 60 days from the date of this letter.

Reminder: DFAS has an online upload tool where students can upload school certification documents through AskDFAS on the DFAS.mil website, which is also accessible on a mobile browser. The online upload tool is at (this link is case-sensitive): <https://go.usa.gov/xymaH>

CHILD ANNUITANT'S SCHOOL CERTIFICATION

OMB No. 0730-0001
OMB Approval expires
20230430

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO: Defense Finance and Accounting Service, US Military Annuitant Pay, 8899 E. 56th Street, Indianapolis, IN 46249-1300. PLEASE REMEMBER TO SIGN YOUR FORM.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Section 1435, Eligible Beneficiaries and Section 1447; Definitions; and E.O. 9397.

PRINCIPAL PURPOSE(S): The Defense Finance and Accounting Services (DFAS) uses this information to determine the continued eligibility of child annuitants who are receiving annuity payments from the Survivor Benefit Plan (SBP) or the Retired Serviceman's Family Protection Plan. Once the child annuitant reaches age 18, it must be verified that the child is attending a qualifying school on a full time basis in order to be entitled to annuity payments. The SORN covered by this system is T7347b (<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-DORN-Article-View/Article/570196/t7347b/>). The PIA is located at <http://www.dfas.mil/foia/privacy/privacyimpactassessments.html>.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records, or information contained therein, may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: to the Internal Revenue Service, the Department of Veterans Affairs, or trustees or guardians of survivors (children). It may also be disclosed for any of the "Blanket Routine Uses" as published at the beginning of the DFAS compilation of systems of record notices.

DISCLOSURE: Voluntary; however, if DFAS does not receive this information, the annuity payments will stop.

WARNING

Any intentionally false statement, willful concealment of material fact, or use of a writing or document knowing the same to contain a false, fictitious, or fraudulent statement or entry, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

SECTION I - ANNUITANT/STUDENT IDENTIFICATION INFORMATION

1. DECEASED MEMBER'S SSN/DODID	2. DECEASED MEMBER'S NAME (Last, First, Middle)
3. ANNUITANT'S SSN/DODID	4. ANNUITANT'S NAME (Last, First, Middle)
5. IF UNDER AGE OF MAJORITY, NAME OF PARENT/LEGAL GUARDIAN: (Or Legal Representative As Applicable.)	6. PARENT/LEGAL GUARDIAN OR LEGAL REPRESENTATIVE MAILING ADDRESS: (If Applicable)
7. DATE OF BIRTH (YYYYMMDD)	8. ARE YOU MARRIED? (X one. If YES, attach copy of marriage certificate.) <input type="checkbox"/> YES <input type="checkbox"/> NO DATE OF MARRIAGE (MM/DD/YY)

SECTION II - CURRENT ANNUITANT/STUDENT VERIFICATION

1. ARE YOU CURRENTLY ENROLLED IN A SCHOOL ON A FULL TIME BASIS? (X one) <input type="checkbox"/> YES (Continue to number 2) <input type="checkbox"/> NO (Skip to 5) Note: It is the annuitant's responsibility to ensure that his/her academic workload level meets the school's definition of full time.		
2. TYPE OF EDUCATIONAL INSTITUTION: <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> TRADE SCHOOL <input type="checkbox"/> TECHNICAL INSTITUTE <input type="checkbox"/> JUNIOR COLLEGE <input type="checkbox"/> COLLEGE/UNIVERSITY <input type="checkbox"/> VOCATIONAL INSTITUTE <input type="checkbox"/> OTHER (Specify)		
3. SHOW THE TOTAL SCHOOL HOURS PER WEEK: A. IF COLLEGE OR EQUIVALENT, SHOW CREDIT HOURS _____ B. IF HIGH SCHOOL OR EQUIVALENT, SHOW ACTUAL CLOCK HOURS _____ C. IF IN A WORK-STUDY PROGRAM SPONSORED BY THE SCHOOL, SHOW HOURS AT WORK _____ HOURS AT SCHOOL _____		
4.A. NAME OF SCHOOL _____		
B. MAILING ADDRESS (Including ZIP Code)	C. ENTER DATE SCHOOL YEAR BEGAN OR IS EXPECTED TO BEGIN (MM/DD/YYYY)	D. ENTER DATE SCHOOL YEAR ENDS OR IS EXPECTED TO END (MM/DD/YYYY)
5. IF NOT CURRENTLY ATTENDING SCHOOL ON A FULL-TIME BASIS:		
A. NAME OF LAST SCHOOL ATTENDED	B. DATE LAST ATTENDED SCHOOL (MM/DD/YY)	

SECTION III – FUTURE INTENT TO ATTEND or CONTINUE TO ATTEND SCHOOL ON A FULL-TIME BASIS

1. AFTER THE END OF THE CURRENT SCHOOL YEAR, DO YOU INTEND TO ENROLL OR CONTINUE AS A FULL TIME STUDENT WITH LESS THAN A 150 day (5 months) BREAK BETWEEN SCHOOL YEARS?

YES (Continue to 2.A.) **NO** (Skip to Section IV) **UNDECIDED** Skip to Section IV)

2.A. NAME OF SCHOOL

B. MAILING ADDRESS (Including ZIP Code)

C. APPROXIMATE DATE SCHOOL YEAR WILL BEGIN (MM/DD/YY)

D. APPROXIMATE DATE SCHOOL YEAR WILL END (MM/DD/YY)

SECTION IV – SIGNATURE OF STUDENT PAYEE (OR PARENT/LEGAL GUARDIAN or LEGAL REPRESENTATIVE, IF APPLICABLE)

I certify that all information given in this certification is true and correct to the best of my knowledge and belief. I understand that I must immediately notify the Defense Finance and Accounting Service (DFAS) if I, as the annuitant/student transfer to another school, discontinue school attendance, reduce attendance to less than full-time or enter into a marriage. I further confirm that I fully understand that I am not entitled to annuity benefits unless I am attending a qualifying school on a full time basis (except for certain authorized school breaks). If I receive annuity payments for periods when I was not attending a qualifying school on a full time basis, I will be responsible for repaying those annuity payments.

SIGNATURE OF ANNUITANT OR (LEGAL REPRESENTATIVE)

EMAIL ADDRESS

DAYTIME TELEPHONE NUMBER

DATE (MM/DD/YY)

CHILD ANNUITANT'S SCHOOL CERTIFICATION

PRIVACY ACT STATEMENT

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DISCLOSURE: Voluntary; however, if DFAS does not receive this information, the annuity payments will stop.

INSTRUCTIONS

GENERAL

1. Read these instructions and Privacy Act Statement carefully before completing the data form.
2. The Defense Finance and Accounting Service (DFAS) - Cleveland will establish your current eligibility and annuity payments based on the data provided on the form.

3. Ensure that you promptly advise DFAS if you transfer to another school, discontinue school attendance, reduce attendance to less than full-time or enter into a marriage or if there are any changes to your correspondence address, contact information or direct deposit information.
4. Submit completed form by mail to: Defense Finance and Accounting Service, U.S. Military Annuitant Pay, 8899 E. 56th Street, Indianapolis, IN 46249-1300; by fax: 800-982-8459; or online: <https://go.usa.gov/xymaH>

SECTION I - ANNUITANT/STUDENT IDENTIFICATION INFORMATION

ITEMS 1, 2, 3, 4, 5, 6. Self-explanatory.

ITEM 7. Enter date of birth. A child whose 22nd birthday occurs before July 1st or after August 31st of a calendar year, and while regularly pursuing such a course of study or training, is considered to have become 22 years of age on the first day of July after that birthday.

ITEM 8. Child eligibility to receive annuity payments terminates by marriage of the child, regardless of whether the child is an incapacitated child entering into a valid marriage with another incapacitated individual. The termination of a child's marriage by death or divorce does not serve as a basis for reinstating annuity payments, regardless of school attendance. An annulment of the child's marriage which renders the marriage void or invalid, or a judicial decree by a court of competent jurisdiction declaring the marriage void, may serve as a basis for reinstating annuity payments.

SECTION II - CURRENT ANNUITANT/STUDENT VERIFICATION

ITEM 1. The term full-time student is an enrolled student who is carrying a full-time academic workload, as determined by the institution, under a standard applicable to all students enrolled in a particular educational program. It is the annuitant's responsibility to ensure that his/her academic workload level meets the school's definition of full time.

A recognized educational institution is a school that is accredited, has an educational faculty, and requires study or training to be done at the school. Included are: high schools, trade schools, technical or vocational institutes, business schools, junior colleges, Government service academies (for example, U.S. Naval Academy), and colleges, universities, or comparably recognized educational institutions.

The student's workload may include any combination of courses, work, research, or special studies that the institution considers sufficient to classify the student as a full-time student. However, for an undergraduate student, an institution's minimum standard must equal or exceed one of the following minimum requirements:

- (1) For a program that measures progress in credit hours and uses standard terms (semesters, trimesters, or quarters), 12 semester hours or 12 quarter hours per academic term.
- (2) For a program that measures progress in credit hours and does not use terms, 24 semester hours or 36 quarter hours over the weeks of instructional time in the academic year, or the prorated equivalent if the program is less than one academic year.
- (3) For correspondence coursework, a full-time course load must be:
 - (i) Commensurate with the full-time definitions listed in paragraphs (1) through (2) of this definition; and
 - (ii) At least one-half of the coursework must be made up of non-correspondence coursework that meets one-half of the institution's requirement for full-time students.

(4) Vocational or technical schools generally require that students make this schooling their principal activity. This means that the student spends as much as 40 clock hours each week in activities related directly to training in the school. Normally, the activities take place at school.

ITEMS 2, 3. Self-explanatory.

ITEMS 4.A, 4.B. Self-explanatory.

ITEM 4.C. Enter date of the beginning of school year that annuity is being claimed for.

ITEM 4.D. Enter date of end of the school year that annuity is being claimed for.

ITEM 5. Child annuity payments eligibility terminates for school nonattendance.

SECTION III - FUTURE INTENT TO ATTEND or CONTINUE TO ATTEND SCHOOL ON A FULL-TIME BASIS

ITEM 1. A break in attending a recognized educational institution for over 150 days may result in suspension of the annuity payments. Resuming full-time attendance may serve as a basis for reinstating annuity payments.

ITEM 2.A,2.B. Self-explanatory

ITEM 2.C. To the best of your knowledge, provide date of the beginning of school year that future annuity payments will be claimed for.

ITEM 2.D. To the best of your knowledge, provide date of the end of school year that future annuity payments will be claimed for.

SECTION IV - SIGNATURE OF ANNUITANT/STUDENT or (LEGAL REPRESENTATIVE)

Child Annuitant's School Certification form is only valid if signed by annuitant or legal representative. Any person who knowingly presents a false or fraudulent claim for payment of benefit or knowingly presents false information in an application for an annuity may be subject to severe criminal penalties. If you have any questions about your eligibility for an annuity, you should consult a customer care representatives at 800-321-1080 or by writing to U.S. Military Annuitant Pay, 8899 E. 56th Street, Indianapolis, IN 46249-1300 before signing this form.



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

May 15, 2020

Dear Annuitant:

Since you are between ages 18 and 22, you are only entitled to receive annuity payments if you are unmarried and attend school full time. You have already received annuity payments based on a previous declaration of an intent to attend school on a full time basis as an unmarried person. The purpose of this document is to confirm the past school attendance for which you have already received payment. Completion of this information is mandatory and must be received within 60 days from the date of this document. Failure to complete and submit this document, along with DD FORM 2788, Child Annuitant's School Certification (used to document your intent for future school attendance), will result in suspension of the annuity, cause us to question your entitlement to the annuity payments that we have already paid (based on your earlier declaration of an intent to attend school) and may result in an obligation to repay annuity payments already received.

Upon completion of this document, please submit it, along with DD Form 2788, Child Annuitant's School Certification (if you intend to declare your future intent to attend school on a full time basis for the coming school year) by fax at 800-982-8459, by mail to U.S. Military Annuitant Pay 8899 E 56th Street Indianapolis, IN 46249-1300 or through the online AskDFAS upload tool within 60 days from the date above.

MEMBER'S SSN: _____

MEMBER'S NAME: _____

ANNUITANT'S NAME: _____

NAME OF SCHOOL: _____

DATE SEMESTER BEGAN (MM/DD/YYYY): _____

DATE SEMESTER ENDS/ ENDED (MM/DD/YYYY): _____

ACADEMIC WORKLOAD LEVEL: Full-Time Status

ANNUITANT'S MARITAL STATUS: Unmarried

By signing below you are certifying that all information provided is true and correct to the best of your knowledge and belief. You are also certifying that you acknowledge that you must immediately notify the Defense Finance and Accounting Service (DFAS) if you transfer to another school, discontinue school attendance, reduce attendance to less than full-time or marry. You further agree to return all overpayments of student benefits to which you are not entitled under the law. Any intentionally false statement, willful concealment of material fact, or use of a writing or document knowing the same to contain a false, fictitious, or fraudulent statement or entry, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001). Note that it is your responsibility to ensure the academic workload met your school's definition of full-time:

SIGNATURE/DATE

EMAIL ADDRESS / PHONE NUMBER

If you dropped below a full time status as you previously declared, or if you have married, it is your responsibility to contact DFAS immediately, in writing, and explain in your own words what happened between the time that you declared an intent to attend the above school and today. Please include your full name, daytime phone number, the member's social security number and your signature on all written correspondence. Send your explanation to DFAS by fax at 800-982-8459, by mail to U.S. Military Annuitant Pay 8899 E 56th Street Indianapolis, IN 46249-1300 or use the AskDFAS online upload tool. Please see www.dfas.mil/schoolcerts or call DFAS at 800-321-1080 for more information. Since you have already received annuity payments based on your previous declaration of an intent to attend school on a full time basis as reflected above, you may be responsible to return those payments, for periods that you did not attend school on a full time basis, or for the period in which your marital status changed from single to married.

COMPLETION OF THIS DOCUMENT IS MANDATORY. IF YOU INTEND TO CONTINUE SCHOOL FULL TIME, A DD FORM 2788 TO DECLARE YOUR FUTURE INTENT MUST ACCOMPANY THIS DOCUMENT

Instructions to Complete the Child Annuitant's Certification for Previous Attendance Semester
Transition Letter

MEMBER'S SSN: Write in the deceased military member's social security number

MEMBER'S NAME: Write in the deceased military member's full name

ANNUITANT'S NAME: Write in your full name.

NAME OF SCHOOL: Write the name of the school you attended/attend for the most recent/current semester.

DATE SEMESTER BEGAN: Write in the date the most recent/current semester began.

DATE SEMESTER ENDS: Write in the date the most recent/current semester ended or is scheduled to end.

ACADEMIC WORKLOAD LEVEL: If you have dropped below a full-time status, please contact DFAS in writing immediately (see instructions on letter).

ANNUITANT'S MARITAL STATUS: If your marital status has changed, please contact DFAS in writing immediately (see instructions on letter).

SIGNATURE/DATE: Sign and date.

EMAIL ADDRESS/PHONE NUMBER: Please provide your email address and a phone number where you may be contacted, if necessary.