



# MyCAA FACT SHEET

**The Military Spouse Career Advancement Accounts Program (MyCAA)** is a career development and employment assistance program sponsored by the Department of Defense (DoD). MyCAA helps military spouses pursue licenses, certificates, certifications or Associate's Degrees (excluding General Studies and Liberal Arts) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations.

**As part of the Military Spouse's Career Lifecycle**, MyCAA offers the following:

**Training and Education Financial Assistance:** MyCAA provides a maximum education benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their Portable Career goals. Annual cap waivers are available if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).

**Employment Readiness Counseling:** Counseling services are provided to all military spouses married to active duty service members of all ranks, regardless of their eligibility to receive MyCAA financial assistance and their desire to pursue higher levels of education. Counseling services help military spouses identify additional sources of federal, state and local financial assistance, expanded career choices and opportunities, and support resources (e.g. child care, transportation, books, computers, equipment, supplies, etc.).

**Employment Assistance and Career Services:** Referrals are made to networks of military friendly employers for MyCAA spouse participants who have completed their programs of study using MyCAA funding and who are ready to seek gainful employment.

## Who is eligible for MyCAA Financial Assistance?

- Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.
- **Those who are not eligible include:**
  - Spouses married to service members in pay grades: E-6 and above; W-3 and above; and O-3 and above
  - Spouses who are a member of the armed forces themselves currently on Title 10 orders
  - Spouses who are married but legally separated (or under court order or statute of any state or US territory) from a member of the armed forces on Title 10 orders
  - Spouses whose National Guard/Reserve Component military sponsor is in a Warning Orders/Alert, Post Deployment/Demobilization or Transition Status
  - Spouses married to a member of the Coast Guard
  - Spouses who have participated in the DoD-DoL Career Advancement Accounts (CAA) Pilot Program
  - Spouses who are unable to start and complete their course(s) while their military sponsor is on Title 10 orders

***Last updated: 29 Sep 2010***

## What will MyCAA pay for?

- Tuition costs for education and training courses and examinations leading to an Associate’s degree (excluding General Studies and Liberal Arts), license, certificate or certification at an accredited college, university, or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.
  
- **MyCAA will NOT pay for the following:**
  - Tuition for courses and examinations that are not included in the spouse’s Education and Training Plan and those that have already started or been completed by the spouse
  - Reimbursements of any kind
  - Books, supplies, equipment, uniforms, computers and electronic devices of any kind
  - Student activities, events and entertainment
  - Pre-payment/deposits for future courses, unless costs are part of a block of study
  - School or college level entrance examinations, comprehensive exams and related preparatory courses
  - Courses, tests or fees normally paid by an employer as part of a job training program
  - Non-academic credit or ungraded courses, including courses taken on an audit basis or as an internship, practicum, apprenticeship, or clinical supervision; also, orientation programs that are non-academic credit or ungraded
  - Courses taken more than one time unless MyCAA has received a full refund from the school
  - Academic credit by examination tests (e.g. CLEP, etc.)
  - General Studies and Liberal Arts Associate’s Degrees
  - Personal enrichment courses (excluding courses that are academic credit/graded electives in an approved MyCAA Spouse Education and Training Plan)
  - Transportation, lodging, child care, and medical services
  - Course Extensions (except for approved hardship waivers)
  - Study Abroad Programs (excluding programs of study offered by participating MyCAA schools on overseas military bases)

**How can you establish a MyCAA Account?** Visit the MyCAA Spouse Portal online at <https://aiportal.acc.af.mil/mycaa>. Provide required Spouse Profile information. A real-time DEERS eligibility check will confirm if you meet MyCAA eligibility requirements so you can move forward and establish your MyCAA Account. Those who do not pass this check will be provided additional guidance.

**How can you provide MyCAA with feedback?** Visit [MyCAAFeedback@militaryonesource.com](mailto:MyCAAFeedback@militaryonesource.com) to send MyCAA your ideas and recommendations. Visit [Contact Us \(https://aiportal.acc.af.mil/mycaa\)](https://aiportal.acc.af.mil/mycaa) to provide information about your MyCAA program experience once you have found gainful employment.

**How can you get additional information or assistance?** Call 1-800-342-9647 to speak with a MyCAA Career and Education Consultant or, if you already have an established MyCAA Account, use your Message Box as the fastest way to receive information and assistance.

**School representatives** should visit the “For School” resource page on the MyCAA Spouse Portal for program eligibility, participation and contact information.

*Last updated: 29 Sep 2010*