Post 9/11 Spouse and Dependent Checklist

Chapter 33 POST 9/11 TEB

-------------------------------**Parent / Spouse Section**---

1 Using your CAC card or DFAS pin, log on to the DoD Transferability of Education Benefits (TEB)   Web page located https://www.dmdc.osd.mil/milconnect

2 The family members eligible for benefits under DEERS will be shown. (If a dependent's name is   grayed out or the edit button does not work, it means that the member is not eligible for DEERSbenefits and thus is not eligible to receive transferred benefits.)

3 Click the edit button for each family member you want to transfer benefits to. Choose the start date and end date, and number of months of benefit. (Spouses can use for 15 years after the member separates/retires; children can use until their 26th birthday)

4 Once you've added your family members, check all the boxes to indicate you've read and understand each statement on the transfer request page.

5 After you have submitted your request to transfer benefits, in the upper left corner of the TEB site, you will see your name, status submitted, and the date of status will be blank.

6 To track the status of your request, you will have to return to the TEB page and monitor the status.

7 After a request is approved, the status of your request will change to 'approved' and the date of status (approval) will be the date you *submitted* your request. The TEB site will automatically transfer the data to the VA, so that they can process a family member's request for a certificate of eligibility.

--**Student Section**---

8 Once your request is approved, the student has to apply for a certificate of eligibility to the VA. They should apply online using the VONAPP link on the VA Web site: http://www.benefits.va.gov/gibill/

9 After receiving the certificate of eligibility from the VA, family members will provide the certificate to the school or you may also provide a copy of the application for education benefits

10 Fill out the required enrollment form. It can be found on the UTKVA website at veterans.utk.edu

Turn the forms in to the Veterans Resource Center. **The enrollment form must be filled out each semester in order to receive benefits. The students account will also be placed on fee extension**. Tuition will be paid to the school. If the student is entitled to a BAH stipend or book stipend it will be sent directly to them. Notify our office of any changes you make to your schedule or major within 7 business days. Depending on when you turn your paperwork to the VA and our office, and the VA's processing time, you could see your first payment as early as the second month that you are enrolled in school or as late as 3 to 4 months into the semester. **Best advice is to get registered early & get your paperwork turned in as soon as possible.**

UNIVERSITY OF TENNESSEE
VETERANS RESOURCE CENTER

We are happy that you are here and want to help you reach your academic goals!