



Things to Think About!



By Brandan Atkin

For more information and to find your correct forms please visit the following website.

For Air Force, Army, and Navy; dependency determinations for that Service are processed by the Dependency Determination Branch at the respective service-specific DFAS site. These are DFAS-Denver for Air Force, DFAS-Indianapolis for Army, and DFAS-Cleveland for Navy. For the Marine Corps, dependency determination are made at HQMC Quantico, VA.

All forms can be found on this website:

<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms1-499.htm>

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Dependency Determination

By Linda Jorgensen

Over the last 6 months we have received a large number of e-mails regarding Dependency Determinations for family members of the US Military. Individuals know they need one but don't know what it is, where to get forms to apply and what to do with those forms when they finally do get them.

What Is It?

Simply put, a dependent is someone who is supported by another person, such as a child supported by his or her parents or an elderly parent supported by one of their children. A Dependency Determination is a document used to prove a Sponsor (military service member) is not only responsible for but does, in actuality, provide more than 50% of the support, or living expenses, of the dependent in question. This proof of dependency, called a Favorable Dependency Determination, is what enables individuals to be issued an ID card which allows access to certain benefits in both military and civilian communities.

Proving an Individual is Dependent

- 1. Finding the Form** The first step in the determination process is to obtain the proper application form from your branch of service. The main source for these forms is generally the personnel office that issues **ID cards** for your facility. Start there. Be sure you have the right form as each branch of service uses it's own. The Army currently uses a DD 137-5 for an Incapacitated Child over the age of 21, a DD 137-3 for a Parent/Parent-In-Law. The Air Force uses an AF 136-3026(I), the Navy a DD 1172, the Marine Corps NAVMC 11346 (Rev 9-01). As with all documents these are subject to change so be sure you have the most recent version.
- 2. Fill Out the Form** Forms do vary but are generally simple and can be filled out by the sponsor. Be sure to carefully read the entire form before you begin to fill it out. Pay attention to instructions and details you'll need to provide. Be sure to fill out EVERY section of your form. Mark N/A in sections that do not apply to your situation. Proof read it when you are done.

- 3. Provide Supporting Documentation** Did you receive an information sheet with a list of required supporting documents on it when you received your DD Form? If not, here is a list of items you need to be ready to submit along with your completed application.

A. Completed enrollment/application DD Forms as provided by your local personnel/ ID card office.

B. Copy of a current ID card for the individual if you have it.

C. Letter of Medical Sufficiency from the individual's Primary Care Physician dated no earlier than 90 days prior to submission. A civilian physician CAN write a letter of Medical Sufficiency. It is important the physician states the date of the individual's onset of disability and current prognosis. (see SNRP newsletter [2009 September - "Medical Sufficiency Letters Simplified"](#) for more information. This is a good resource for both yourself and the physician)

D. A notarized copy of all court documents designating the Sponsor as Conservator/Guardian for the individual, if you have one.

E. A notarized copy of the individual's birth certificate.

F. A letter from the Social Security Office verifying whether the child is receiving social security benefits (including SSI), and if so, whose social security number the benefits are being received under.

G. A budget trail. This information may, or may not, be needed. The sponsor is responsible for proving they support their dependent(s) with at least 50% of their living expenses. It may be necessary to provide an itemized expense sheet, if asked. Should you need to provide a budget trail be sure to include proof of the individual's income; include sources and who it is currently assigned to. List YOUR expenses paid out for the individual each month. Rent, food, clothing, medical insurance coverage,

non-covered medical expenses, transportation, personal care items and supplies, spending allowances, entertainment, etc.

- 4.** Once you have your packet complete, make copies for your file and submit all documents to your local ID card office. Generally your packet will be forwarded to the appropriate DFAS office (Division of Financial Advisory Services) for review and determination. This process generally takes a few weeks depending on the office work load.

Four Most Common Mistakes

- Failure to submit a completed form. Dot all the "i"s, cross all the "t"s. Make sure every box is filled, checked or marked N/A.
- Failure to include the date a document was submitted or written.
- Lack of signature. Be sure all forms, letters and documents are properly signed by the individual or organization who originated it.
- Include ALL necessary supporting documentation the first time. Failure to provide all necessary documentation to prove your dependent is truly dependent upon you for 50% or more of their living expenses will result in a denial and the need to file an appeal.

As long as the reviewing authority receives a complete form and sufficient information with supporting documentation to prove a state of dependency exists, a Favorable Dependency Determination should be issued. If not, the Sponsor will receive a written negative determination from the reviewing authority complete with directions for an appeal.

One Last Tip: If a specialized letter or set of forms is required for a specific action, KEEP COPIES OF THE ORIGINALS! You'll most likely need them later.