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One Voice* ♥

## DD Form 137 - Secondary Dependency Application (*All Families Must Complete*)

[https://www.esd.whs.mil/Directives/forms/dd0001\\_0499/DD137/](https://www.esd.whs.mil/Directives/forms/dd0001_0499/DD137/)

### Avoiding Common Mistakes

*Common mistakes to avoid to ensure your application for Secondary Dependency is ready to submit when you are.*

- When possible, all forms must be filled out completely.
- Status – mark ‘X’ to indicate your current service status.
- Remarks (if applicable) – if adding remarks, please identify the block number from the DD 137 Form the remarks relate to.
- Signatures – make sure all signatures are completed.
- Foreign documentation - additional requirements are applied toward the verification of foreign eligibility documentation submitted to support enrollment of a dependent, including: (A) A full English language translation, which the translator has certified as complete and accurate, and the translator's certification of competency to translate from the foreign language into English, in accordance with 8 CFR 103.2(b)(3). Translation must be provided by a translator other than the individual presenting the document. (B) A written Judge Advocate General (JAG) or local Staff Judge Advocate (SJA) opinion confirming use of the eligibility documentation, if the uniformed service member is stationed overseas. (C) Documentation that attests to the genuineness of the signature and seal, or the position of the foreign official who executed, issued, or certified the foreign documentation being presented to substantiate the dependency relationship to the sponsor.
- We strongly recommend that you save every document provided to DFAS to prove financial dependency and relations to claimed individual; these items may be needed for approval of your Secondary Dependency request

## Financial Dependency

- Prior Year's Tax Return Submitted to the IRS Showing the Claimed Individual as a Dependent.
- **If you do not want to share or are unable to provide a copy of your tax returns,** complete and return the Worksheet for Determining Financial Support to demonstrate financial support of the claimed individual. The worksheet starts on page 5 of the DD137.

## Medical Sufficiency Statement Letter (Army Sample)

<https://exceptionalmilitaryfam.com/adult-incapacitated-child>

# Application Online Submission for Army Families

<https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=23193>

*Families can add a spouse's email to this ticket so that the spouse can read and respond to any messages sent about the application.*

## DFAS with drop downs per branch:

<https://www.dfas.mil/MilitaryMembers/SecondaryDependency/SDC/Secondary-Dependency-Incapacitated-Child/>

## DOD INSTRUCTION 1342.30 DEPENDENCY DETERMINATIONS FOR INCAPACITATED ADULT CHILDREN (AIC) APR 2025:

### 4.1. CRITERIA OF ELIGIBILITY REQUIREMENTS.

- a. Criteria for meeting medical and financial eligibility requirements for INCAP enrollment is in accordance with Section 401 of Title 37, U.S.C.; Section 1072 of Title 10, U.S.C.; and Part 161 of Title 32, Code of Federal Regulations, and will be published and made available to all Service members.
- b. As a minimum requirement to establish medical incapacitation and financial dependency for INCAP enrollment, the adult child must be:
  - (1) Unmarried.
  - (2) Incapable of self-support because of a physical or mental incapacity that:
    - (a) Occurred while listed as a dependent of the Service member or former Service member and existed before the child's 21st birthday or because of a physical or mental incapacity that occurred between the ages of 21 and 23 while the child was enrolled as a fulltime student; or
    - (b) Has a dependency relationship to the sponsor and the incapacitation occurred after reaching age 21, or after 23 if a full-time student (INCAPs described in Paragraph 4.1.b.(2)(b) are not eligible for medical benefits in accordance with Section 1072 of Title 10, U.S.C. but are eligible for non-medical benefits in accordance with Section 401 of Title 37, U.S.C.).
  - (3) Dependent on the sponsor for over one-half (i.e., more than 50 percent) of their financial support or was at the time of the sponsor's death.

### 4.2. ELIGIBILITY DOCUMENTATION.

a. Eligibility documentation required for an INCAP is pursuant to Part 161 of Title 32, Code of Federal Regulations, and includes:

- (1) Dependent documentation that establishes their relationship to the sponsor if the relationship has not been previously established.
- (2) A medical sufficiency statement issued by a qualified medical provider assigned to a military medical treatment facility or authorized TRICARE provider. If applicable, the physician's statement must reflect that the incapacitation occurred after the 21st birthday but before the 23rd birthday, while the dependent was a full-time student.
- (3) A financial dependency determination from DFAS, or the uniformed service equivalent pay office, acknowledging that the sponsor is providing more than 50 percent of the dependent's support, or was at the time of the sponsor's death. To establish financial dependency, sponsors may submit their Federal financial tax return revealing that the INCAP was identified as a dependent.

b. Financial dependency for continued INCAP enrollment must be redetermined every 4 years. On receipt of a DMDC e-mail advising the sponsor that redetermination is due, an appointment must be made at a DoD identification card site to complete the simplified process.

c. The ASD(HA), the Director, DFAS, and the Secretaries of the Military Departments will periodically review the minimum criteria and provide improvements to the INCAP determination procedures to the USD(P&R).