

What is a Secondary Dependent?

Under normal circumstances, your child is no longer your “dependent” upon reaching age 21. If you’re still responsible for the financial support of other family members, you may be eligible to add them as your **secondary dependents**.

Preparing and submitting applications to have eligible persons included as your secondary dependents can ensure you receive the benefits and allowances you and your dependents are entitled to. These may include:

- Increased Basic Allowance for Housing (BAH) not to exceed full BAH with dependents
- Uniformed Services Identification and Privileges Card
- Travel allowances

Who can be secondary dependents? Secondary (non-primary) dependents can include:

- **Parent, parent-in-law, step-parent, parent by adoption**, or any person who stood ‘**in-loco parentis**’ (in the place of a parent) to you for at least five years prior to your emancipation.
- **Unmarried children ages 21 and 22** who are enrolled in an accredited institution of higher education on a full-time basis.
- **Ward of the court**, unmarried, and placed in the permanent legal physical custody of the member, or if not permanent custody for a period of at least 12 consecutive months.
- **Unmarried child over age 21 incapable of self-support** because of mental or physical incapacity that occurred while the child was considered a dependent of yours as a member or retired member, or is considered the dependent of a deceased member (while under age 21 or under age 23 and a full-time student).

IMPORTANT NOTE: To qualify as a secondary dependent, the individual’s income, not including your contribution, must be less than one-half of the actual living expenses. The law requires the individual to be ‘in fact’ dependent on you, the service member. Your contribution must be more than one-half of the dependent’s actual monthly living expenses. Documentation to prove living expenses and your contribution must **ALWAYS** be provided.

To speed your application process, please read this entire presentation before starting your Secondary Dependent claim.

Documents You Need Before You Start a Claim

- Completed and notarized DD 137-5
- Physician's letter not older than 90 days
- Mortgage document or payoff letter
- Court documents such as Guardianship order
- Dependent's birth certificate
- Dependent's income documents, such as SSI letter
- Receipts substantiating expenses claimed on DD 137-5—not older than 12 months

How to Submit a Secondary Dependency Ticket

To begin the process of submitting a ticket for Secondary Dependency go to <http://www.dfas.mil/> and follow the guidance below:

Select



Defense Finance
and Accounting Service

Providing payment services of the U.S. Department of Defense

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Military Members

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Civilian Employees

Contractors & Vendors

Easy 1351-2

The SmartVoucher tool walks you step-by-step through the 1351-2 so that you submit a ready-to-pay, error-free travel voucher.



SmartVoucher

**Error Free travel vouchers
are a step away**

Separating Members

Careers

Contact Us

Debt & Claims

Garnishment Information

Correct a Military Record

myPay Information

Pressroom

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<http://smartvoucher.dfas.mil/voucher/>

How to Submit a Secondary Dependence Ticket Cont.



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Providing payment services of the U.S. Department of Defense

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Military Members

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1-888-332-7411

Frequently Asked Questions
askDFAS

Pay & Allowances

Pay Deductions

Travel Pay

Secondary Dependency

Wounded Warrior

Mobilized/Demobilized Warrior
Support

Tax Documents

TSP for Military

Military Employment
Verification

DFAS Home ► Military Members

W2s: CURRENT & SEPARATED MILITARY MEMBERS:

Military Members

Need Your W2 Reissued?

[Start Here](#)

UNDERSTANDING YOUR LES

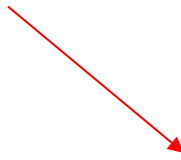
- [Army](#)
- [Navy](#)
- [Air Force](#)
- [Reserve/National Guard](#)
- [How to obtain your LES Information](#)

WHAT'S NEW?

Reserve & Guard Members: Are you drilling for points in a no-pay status? You're still responsible for your [SGLI premiums](#). Find out how to keep your coverage up to date.

Did you have U.S. Savings Bonds in safekeeping with us? If so (and they weren't mailed to you in 2014).

Select



How to Submit a Secondary Dependence Ticket Cont.



DEFENSE FINANCE AND ACCOUNTING SERVICE
PROVIDING PAYMENT SERVICES FOR THE U.S. DEPARTMENT OF DEFENSE

Search Defense Finance

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MILITARY MEMBER RETIRED MILITARY & ANNUITANT CIVILIAN EMPLOYEE CONTRACTOR & VENDOR

HOME > MILITARYMEMBERS

1-888-332-7411

[Frequently Asked Questions](#)

[askDFAS](#)

- Pay/Allowances/Entitlements
- Pay Deductions
- Travel Pay
- Secondary Dependency
- General Info
- Army SDC
- Navy SDC Instructions
- Air Force/Space Force SDC Instructions
- Marine SDC Instructions
- Adoption Reimbursement
- Wounded Warrior
- Tax Documents
- TSP for Military
- DoD Employee Verification
- Military Employment Verification
- DoD Savings Deposit Program

Select

2022 Temporary Basic Allowance for Housing (BAH) Rates Increase

The Department of Defense has temporarily authorized automatic increases in the current Basic Allowance for Housing (BAH) rates for 28 Military Housing Areas (MHAs) across the U.S. The increases will take effect October 1, 2022.

Unlike some previous targeted increases in BAH, military members **will not** be required to apply as the new rates will be based on a member's zip code found in each individual's Leave and Earning Statement (LES).

This temporary increase for the 28 MHAs is part of DOD's plans to help military members and families meet today's financial challenges through:

- Securing affordable basic needs
- Making moves easier
- Strengthening support to families, especially for such things as child care
- Expanding military spouse employment

Additional information on BAH, a listing of affected areas, and frequently asked questions can be found on the Defense Travel Management Office's website at: <https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/>

More information on Defense Secretary Austin's immediate and long-term plans to strengthen economic stability and security is available on the department's website [here](#)

Attention Air Force, Space Force, Air National Guard and Air Force Reserve Members New Customer Contact Number

Actively serving members of the Air Force, Space Force, Air National Guard and Air Force Reserve must now contact the Total Force Service Center (TFSC) for 24/7 support for Military Pay via phone at 1-800-525-0102 or submit a **MyPers** ticket. Services include inquiries related to military pay benefits, entitlements, and Secondary Dependency claims. Additionally, all actively serving, and separated or retired members can call the TFSC to request a W-2 reissue from 2019 to present.

How to Submit a Secondary Dependence Ticket Cont.

The screenshot shows the DFAS website header with the logo and text: "DEFENSE FINANCE AND ACCOUNTING SERVICE PROVIDING PAYMENT SERVICES FOR THE U.S. DEPARTMENT OF DEFENSE". A search bar is present with the text "Search Defense Finance". Below the header are social media icons for Facebook, YouTube, LinkedIn, and ASK DFAS. A navigation bar lists user types: "MILITARY MEMBER", "RETIRED MILITARY & ANNUITANT", "CIVILIAN EMPLOYEE", and "CONTRACTOR & VENDOR". The breadcrumb trail is: "HOME > MILITARYMEMBERS > SECONDARYDEPENDENCY > SECONDARYDEPENDENCY_ARMY". The phone number "1-888-332-7411" and a link to "Frequently Asked Questions" are shown. The page title is "Army Secondary Dependency". A left sidebar menu is open, with "Secondary Dependency" selected. A red arrow points from the word "Select" to the "Secondary Dependency" menu item. The main content area has four blue boxes: "FORMS AND INSTRUCTIONS", "Helpful Hints and Information", "FREQUENTLY ASKED QUESTIONS", and "SUBMIT YOUR SDC FORMS ONLINE". The "SUBMIT YOUR SDC FORMS ONLINE" box is circled in red, and a red arrow points from the "Secondary Dependency" menu item to it. Below the boxes is a "Keep it current!" notice.

DFAS DEFENSE FINANCE AND ACCOUNTING SERVICE
PROVIDING PAYMENT SERVICES FOR THE U.S. DEPARTMENT OF DEFENSE

Search Defense Finance

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f YouTube in ASK DFAS

MILITARY MEMBER RETIRED MILITARY & ANNUITANT CIVILIAN EMPLOYEE CONTRACTOR & VENDOR

HOME > MILITARYMEMBERS > SECONDARYDEPENDENCY > SECONDARYDEPENDENCY_ARMY

1-888-332-7411
[Frequently Asked Questions](#)

askDFAS

Army Secondary Dependency

Select

- Pay/Allowances/Entitlements
- Pay Deductions
- Travel Pay
- Secondary Dependency
- Adoption Reimbursement
- Wounded Warrior
- Tax Documents
- TSP for Military
- DoD Employee Verification
- Military Employment Verification
- DoD Savings Deposit Program

FORMS AND INSTRUCTIONS
Get up-to-date forms here

Helpful Hints and Information
Tips, websites and more...

FREQUENTLY ASKED QUESTIONS
Your questions answered

SUBMIT YOUR SDC FORMS ONLINE
Safe and secure submission

Keep it current! It is important to remember the status of all secondary dependents should be kept current with the office maintaining your claim. If a secondary dependent dies, or their status changes, you should send the appropriate notification to your service's SDC office.

This selection is for Army or Air Force/Space Force. For all others see [Defense Finance and Accounting Service > MilitaryMembers > SecondaryDependency > SDC > secondarydepnoffices \(dfas.mil\)](#)

How to Submit a Secondary Dependence Ticket Cont.

The routing of the ticket will then be selected from this screen.

Step 1: Select SDC – Army/Air Force

Step 2: Select Subcategory

Defense Finance and Accounting Service
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1-888-332-7411

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SECONDARY DEPENDENCY CLAIMS (SDC) -- ONLINE CUSTOMER SERVICE

FAQs Submit A Ticket Help Exit

✓ Step 1: Category selected is: **Army**
Step 2: Select a Subcategory by clicking the >> button next to the subcategory name.

For submission of Army Dependency Claims.

Categories	Subcategories
<ul style="list-style-type: none">>> Air Force>> Army	<ul style="list-style-type: none">>> In Loss Parents (Only Authorized BAH)>> Incapacitated Child>> Parents>> Parents-In-Law>> Student (21 or 22 years old) BAH only>> Ward (Under 21 years old)

Step 1

Step 2

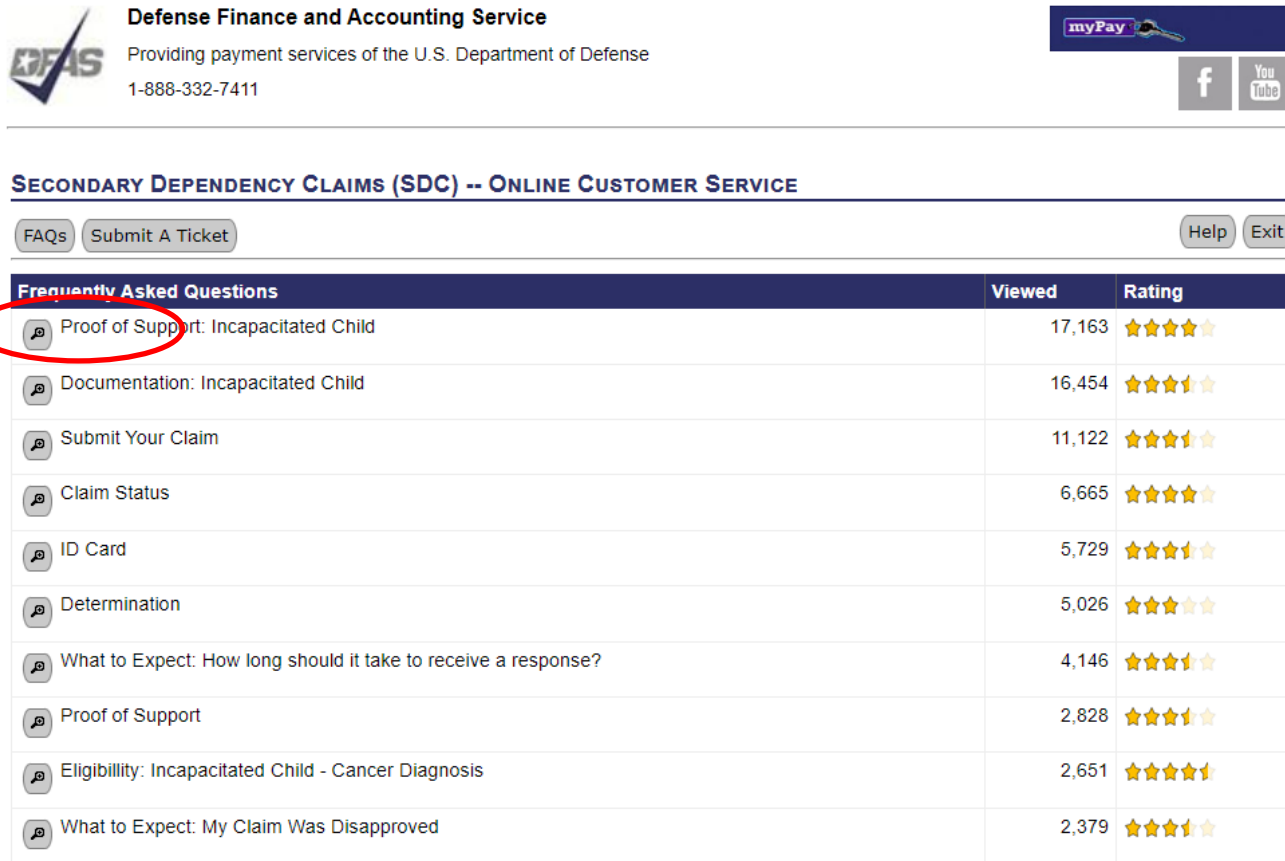
AskDFAS Welcome Center
www.dfas.mil
FOIA and Privacy Act
Legislative Affairs

Blue Book
Web Policies
USA.gov
Defense Sector CIP

EEO/No Fear Act
Accessibility/Section 508

How to Submit a Secondary Dependence Ticket Cont.

Select













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SECONDARY DEPENDENCY CLAIMS (SDC) -- ONLINE CUSTOMER SERVICE

FAQs Submit A Ticket Help Exit

Frequently Asked Questions	Viewed	Rating
 Proof of Support: Incapacitated Child	17,163	★★★★★
 Documentation: Incapacitated Child	16,454	★★★★★
 Submit Your Claim	11,122	★★★★★
 Claim Status	6,665	★★★★★
 ID Card	5,729	★★★★★
 Determination	5,026	★★★★★
 What to Expect: How long should it take to receive a response?	4,146	★★★★★
 Proof of Support	2,828	★★★★★
 Eligibility: Incapacitated Child - Cancer Diagnosis	2,651	★★★★★
 What to Expect: My Claim Was Disapproved	2,379	★★★★★

Click and read description. The next slide shows an explanation for this FAQ. Click and read all FAQs and note requirements. These will tell you the forms required and the documents needed for verification.

How to Submit a Secondary Dependence Ticket Cont.

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Providing payment services of the U.S. Department of Defense
1-888-332-7411

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SECONDARY DEPENDENCY CLAIMS (SDC) -- ONLINE CUSTOMER SERVICE

FAQs Submit A Ticket Help Exit

Frequently Asked Questions	Viewed	Rating
Proof of Support: Incapacitated Child	17,163	★★★★★

FAQ - Quick View

Proof of Support: Incapacitated Child

Question
My incapacitated child over age 21 lives with me. Do I need to provide proof of support?

Answer
Yes. You must complete **DD Form 137-5 (Dependency Statement - Incapacitated Child Over Age 21)** and list all household expenses, the child's personal expenses, and all income received from other sources.

Current Viewer Rating for this FAQ ★★★★★
Provide your input by Rating this FAQ - 5 is the best possible rating.
 5 4 3 2 1

Eligibility: Incapacitated Child - Cancer Diagnosis 2,651 ★★★★★

Select

This form is required. Read instructions carefully for each section. All applicable sections must have something entered, such as 0 or N/A. Remember, you must demonstrate greater than 50% support, so do not just list 0. You will be denied if you do not clearly show expenses (with receipts) not older than 12 months.

How to Submit a Secondary Dependence Ticket Cont.

SECONDARY DEPENDENCY CLAIMS (SDC) -- ONLINE CUSTOMER SERVICE

FAQs Submit A Ticket Help Exit

Frequently Asked Questions	Viewed	Rating
Proof of Support: Incapacitated Child	17,163	★★★★★
Documentation: Incapacitated Child	16,454	★★★★★
Submit Your Claim	11,122	★★★★★
Claim Status	6,665	★★★★★
ID Card	5,729	★★★★★
Determination	5,026	★★★★★
What to Expect: How long should it take to receive a response?	4,146	★★★★★
Proof of Support	2,828	★★★★★
Eligibility: Incapacitated Child - Cancer Diagnosis	2,651	★★★★★
What to Expect: My Claim Was Disapproved	2,379	★★★★★

Note: The viewed and rating columns will not be updated until you return to the home page or refresh this page.

Your Information

[Change Category/Sub-Category selection](#)

Category: Army
Subcategory: Incapacitated Child

Name: First*: Middle: Last*:

To ensure spam blocker does not block receipt of responses regarding your ticket, please add dfas.cleveland-oh.zte.mbx.web-askdfas@mail.mil to your safe senders' email list before submitting your ticket.

Email*: Re-enter Email*:

Additional Email: If you would like this information and responses sent to additional email addresses, enter them here. Separate multiple addresses with the semi-colon (;)

Scroll
down

After you review each FAQ, scroll down the screen to begin entering information into the boxes.

How to Submit a Secondary Dependence Ticket Cont.

Your Information

[Change Category/Sub-Category selection](#)

Category: Army
Subcategory: Incapacitated Child

Name: First*: Middle: Last*:

To ensure spam blocker does not block receipt of responses regarding your ticket, please add dfas.cleveland-oh.zte.mbx.web-askdfas@mail.mil to your safe senders' email list before submitting your ticket.

Email*: Re-enter Email*:

Additional Email: If you would like this information and responses sent to additional email addresses, enter them here. Separate multiple addresses with the semi-colon (;)

Passcode*: Create a passcode for this ticket to view information and responses. Passcodes must be a minimum of 15 characters and contain at least one lowercase letter, one uppercase letter, one number, and one special character. Passcodes cannot contain your name or email address. Safeguard your passcode for future use.

Do you accept the risk?*: DFAS by rule, is not permitted to send sensitive information to an unsecure email address (Yahoo!, Gmail, AOL, etc.) If you are willing to acknowledge and accept the risks involved in sending sensitive documents to an unsecure email address and release DFAS from any harm that may result, please select YES in the drop down box to give DFAS permission to send your sensitive documents to your commercial email address.
-- Select One -- ▾

Address*: Please fill out the claimant's contact information so that DFAS may reach out to you in the event of questions regarding your SDC application.

Apartment:

City*:

State*: -- Select One -- ▾

Zip Code*:

Daytime Phone*:

Name of dependent

List your email, not the child's.

How to Submit a Secondary Dependence Ticket Cont.

Name of Service Member

Have complete, signed and notarized PDF ready to attach

PDF if needed

PDF to attach

PDF to attach, must be from doctor within 90 days

PDF to attach, can be Social Security statement, W2s, etc.

Initial Claim or Redetermination*:	Claims that were disapproved even if this is not your first submission of claim please select initial. All others that have an approval letter with no disapprovals after the approval letter please select redetermination. Previously submitted documents will not be required unless they can't be located with the exception of the DD137 and this must include new signatures and notary. Document Request is only for documents for a claim that has not yet been determined. -- Select One --
USIP (ID Card)*:	For which entitlements are you applying? Please select yes or no for each entitlement. -- Select One --
BAH*:	Please check your LES or MMPA to ensure you don't already receive a with dependent BAH code. If your BAH status has changed update prior to applying for BAH on behalf of a secondary dependent. -- Select One --
Travel*:	-- Select One --
Member Information :	Full Name (First M. Last) <input type="text"/>
Pay Grade/Rank*:	Please select your pay grade/rank from the list. Army and Air Force ranks are listed together. -- Select One --
Status*:	-- Select One --
Member Full SSN*:	<input type="text"/> Members Full SSN DOCUMENTATION: Please review which documents are required for your claim. All drop downs must have a selection prior to advancing this claim. The two (2) options are 'Attached' and 'Not Required'. REQUIRED DOCUMENTS *For All Initial Claims and Redeterminations*
DD 137-5*:	(Required for all Initial Claims and Redeterminations) -- Select One --
Proof of Support*:	Proof of support required when the claimed dependent does not live with the member or in a home owned by the member. If the home is owned by the member but the member does not live in the home ownership documents required. -- Select One --
Claimed Child's Birth Certificate:	Showing parent(s) names and English translation if applicable (Required for Initial Claims) -- Select One --
Medical Statement:	Medical statement signed by a medical doctor or psychiatrist stating (1) that the claimed dependent is incapable of self-support due to his/her condition; (2) age at which condition was first diagnosed or began; and, (3) whether or not condition and incapability of self-support is permanent. (Note: Letters from psychologists are not sufficient to meet the requirements set forth in AFI 36-3026 .) The Medical statement must be a current statement dated within 90 days of the application. Please do not submit medical records or reports. -- Select One --
Verification of Income:	Verification of all claimed dependents income required for both initial and redetermination submissions. All Income must include current year. If Childs income is from a sheltered workshop ensure this is marked on the DD137-5 and we have a letter from the company stating they are considered a shelter workshop. -- Select One --

How to Submit a Secondary Dependence Ticket Cont.

PDF if needed



Proof of Support*:

(Required for BAH Initial Claims and Redeterminations)

-- Select One --

When completing this form, attach all necessary documents to ensure accurate processing. The downloadable documents along with their description can be found at the following address:
http://www.dfas.mil/militarymembers/SecondaryDependency/SDC/secondarydependency_Army/claims_packages_Army.html

For answers to specific questions regarding forms and the SDC application, please contact the Military Pay Customer Care Center and your inquiry will be routed to the appropriate personnel.

The Customer Care Center can be reached at 1-888-DFAS411 (332-7411), option 4, then options 3,2,3,1 from 8:00am to 5:00pm ET, Monday through Friday.* Retired inquiries, call 1-800-321-1080; follow options 4, 1.

Attachment Section



*At least 1 file must be uploaded.

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Upload File(s)

Upload selected files to your ticket. If you have chosen to include files, you must click the Upload Files button before pressing the submit button to make sure they get included.

Submit

Submits your item to a customer service representative.

Cancel

Cancels your inquiry and returns you back to the FAQ Page.

PRIVACY ACT STATEMENT: Disclosure of your contact and other information is voluntary. It is solicited for the sole purpose of responding to your inquiry or request. If it not provided, we may not be able to respond.

Attach all the PDFs needed



Once all documents are uploaded and attached, click here.



After you click submit, you will get a confirmation email. See next slide for common messages you might receive after your claim is submitted.

Common Review Comment

November 30, 2022

(Status Update)

our initial review of your claim has been completed. Your documents or messages have been forwarded to claims examiner for review. This check does not mean there will not be additional documents needed to process your claim.

For any questions regarding your ticket, please contact our Customer Care Center at 1-888-332-7411 option 4, 3, 2, 3, 1 from 8:00 am to 5:00 pm EST, Monday through Friday.

DFAS Representative

Sample Review Comments

If your claim lacks something required, you will get notified. Correct the deficiency and update your claim.

Good morning,

We need more information before we can finish processing your ticket.

We need a copy of the current dated 2022 statement from the Social Security Administration (SSA) showing the dependent's decreased monthly benefit from the last statement you submitted dated July 2, 2022.

We need a copy of home ownership document, mortgage statement.

Copies of initial purchase receipts or paid invoices with dates and proof of the form of payment used to purchase/pay for the amount listed under and home repairs. Due to the amount listed, we must verify this is a true expense and that the initial purchases took place within the last 12 months. If receipts and proof of payment cannot be provided OR if initial expense/purchases took place outside of the last 12 months, the amounts listed cannot be claimed.

Please itemize the amount listed under household expenses other, section 8(f) to include what expenses are being claimed within the total amount listed and how much each individual expense is on its own every month. We must verify all expenses listed are claimable expenses. Each individual itemized expense over \$200 per month must be accompanied with either receipts, paid invoices, and/or paid bills with dates supporting the amount claimed that is over \$200 per month. Due to the amount listed, we must verify this is a true expense and that the initial expense/purchases took place within the last 12 months. If receipts and proof of payment cannot be provided OR if initial expense/purchases took place outside of the last 12 months, the amounts listed cannot be claimed.

Please attach the requested document(s) to your ticket and return to DFAS no later than 12/08/2022. After this date this ticket will be archived. If this occurs, please submit your documents by opening a new AskDFAS ticket. Doing this does NOT restart your process but may cause a delay in processing. In addition, this ticket will only generate three (3) upload spots. If you require more, please advise and we can update your ticket again providing three (3) more spots. If you have any questions or concerns, please feel free to contact us back on this ticket as this ticket provides you with a direct line of communication with the Secondary Dependency office.

Thank you,

Mr. Henry

DFAS Representative

Additional Comments

Email update sent after
new documents submitted:



December 02, 2022
(Status Update)

Your comments and documents have been forwarded to your examiner.

DFAS Representative

After new review of claim. (In this case
the claim was approved.)



December 06, 2022
Good morning,

Please see the attachment for your determination.

Thank you and have a great day!

Mr. Henry

RH signed.pdf
(208 KB)

DFAS Representative