

## Introduction

To be considered sufficiently dependent upon a member, the claimed dependent's countable income must be less than 50 percent of his/her expenses, and the member's contribution must exceed 50 percent of the dependent's expenses. The law requires the individual to be "in fact" dependent on the member, so the member's contribution must be more than one-half of the dependent's actual monthly living expenses.

In the case of a deceased member, an application is submitted including proof that the individual was in fact dependent on the member at the time of the member's death and for the preceding 12 months.

Get a list of documents and forms needed for your secondary dependency application. We've also made lists of Helpful Hints you can use to make sure the information you submit is complete and correct.

Once your secondary dependency claim for BAH support has been approved, you will be required to submit forms and documents to maintain dependent status and eligibility. This **MUST** be done **annually** in order to continue your BAH payments uninterrupted.

You will be advised on this requirement when your initial claim or subsequent redetermination claims are submitted. Failure to submit a redetermination claim when required will cause a reduction in BAH entitlement and BAH will not be reinstated until a redetermination claim is submitted.

## OTHER RESOURCES:

### DFAS:

[https://www.dfas.mil/MilitaryMembers/SecondaryDependency/SDC\\_General/](https://www.dfas.mil/MilitaryMembers/SecondaryDependency/SDC_General/)

### Branch MPTAC:

<https://branchta.org/what-is-secondary-dependency/>

### Air Force DFAS Customer Care:

The Customer Care Center can be reached at 1-888-DFAS411 (332-7411)

## Legal Assistance Hours:

By Appointment Only



35th Fighter Wing  
Office of the Staff Judge Advocate  
Building 656, Torii Building  
Misawa Air Base, Japan

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35th Fighter Wing  
Office of the Staff Judge Advocate  
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# SECONDARY DEPENDENTS

## This Brochure Includes:

- Who can be secondary dependents
- What documents are required
- The process to submit forms



The information in this brochure is of a general nature and is not intended as a substitute for legal counsel.

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## Who Can Be Secondary Dependents?

Secondary (non-primary) dependents can include:

- Parents, parents-in-law, step-parents, parents 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.
- Wards of the court, 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 children 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

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.

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## Documentation Required

### Parents, Parent-In-Law and Step Parents

- DD Form 137-3
- AF/SF Form 594
- DFAS Form 1856

### LEGAL CUSTODY WARDS

- DD Form 137-7
- AF/SF Form 594
- DFAS Form 1856

### IN LOCO PARENTIS

- DD Form 137-3
- AF/SF Form 594
- DFAS Form 1856
- Affidavit by you attesting to relationship
- Affidavit by claimed dependent attesting to relationship
- Two third-party affidavits attesting to relationship
- For Reserve or national Guard: Copy of your orders

### INCAPACITATED CHILDREN (21 years or over)

- DD Form 137-5
- AF/SF Form 594
- DFAS Form 1856
- Medical sufficiency letter signed by a Uniformed Services medical provider or civilian physician.

### Full-time Student (21 or 22 years old)

- DD Form 137-6
- AF/SF Form 594
- DFAS Form 1856

The following information will be needed as you complete your initial secondary dependency claim or prepare to file a redetermination package.

**Verification of income:** If claimed dependent is over the age of 62, or widowed and over the age of 60 and not receiving Social Security payments, we must have a copy of a letter of ineligibility from the Social Security Administration.

**Proof of support:** If the claimed dependent DOES NOT reside in your household, one or more of the following are required as proof of support:

- AD (discretionary) allotment for the claimed dependent or claimed dependent's court-appointed custodian. A copy of your current LES includes this information.
- Cancelled checks (front & back) to the claimed dependent or claimed dependent's court-appointed custodian.
- Money order receipts to the claimed dependent or claimed dependent's court-appointed custodian.
- Electronic transfers made out to claimed dependent or claimed dependent's court-appointed custodian.
- Copies of bills paid on behalf of dependent may also be used along with proof of payment.
- If your dependent does not reside with you but lives in a home owned/rented by you, a copy of mortgage statement or rental agreement may also be used.

**NOTE:** Joint checking accounts, cash contributions or purchase receipts are NOT acceptable forms of proof of support.

## Process to Submit Forms

- Go to <http://www.dfas.mil/>
- Go to the Secondary Dependents tab
- Step 1: Select SDC – Army/Air Force
- Step 2: Select Subcategories
- Step 3: Click Submit A Ticket

## Contact Information

Customer Care Center  
1-888-DFAS411 (332-7411)

Hours of Operation:  
8:00am–5:00pm ET  
Monday–Friday