



OFFICE OF THE STAFF JUDGE ADVOCATE  
101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL  
CLIENT SERVICES  
(270) 798-4432



## MILITARY DEPENDENTS AND DEERS

DEERS is a worldwide, computerized database of uniformed service members (sponsors), the family members, and others who are eligible for military benefits. Beneficiaries are divided into two categories: sponsors and family members. Sponsors are either active duty service members, National Guard/Reserve members, or retired service members. Upon service entry, all sponsors are automatically registered in DEERS. However, the sponsor must register eligible family members into DEERS. While certain family members—such as a spouse or child—are automatically entitled to dependency status, other family members—such as parents and siblings—require special review before they can be considered dependents and entered into DEERS.

### **Sibling, Niece/Nephew, Cousin, or Foster Child as a Dependent**

To enroll a minor child into DEERS, you must have legal custody or guardianship of the child. If you have legal custody or guardianship of the child, then you will need to provide the following documents to the DEERS office: the child's birth certificate, social security card, and original or court certified copies of the decree granting you guardianship. The DEERS office can be reached at (270) 798-2424 and is located at 2577A Screaming Eagle Boulevard.

### **Parent as a Dependent**

To seek dependent status for an adult family member, such as a father, mother, father-in-law, mother-in-law, stepparent, or someone *in loco parentis*, you must file a request for a dependency determination with DFAS. To support a dependency claim for a parent, the following documentation is required: completed DD Form 137-3 and DD Form 1172; relationship documents (birth certificate, marriage certificate, divorce documents, etc.); documentation verifying all gross income; proof of member's contribution (allotments, canceled checks, copies of money orders, etc.).

### **Incapacitated Child over Age 21 as a Dependent**

For an incapacitated child over age 21 to be considered as a dependent, the child must be unmarried and must have been continuously incapable of self-support due to mental or physical incapacity prior to his 21st birthday (or 23rd birthday if the child is a full time student). The child's illness must be substantial and truly disabling. Alcoholism and drug abuse are not considered incapacitating illness for the purpose of dependency determinations.

To support a dependency claim for an incapacitated child over age 21, the following documentation is required: completed DD Form 137-5 and DD Form 1172; documentation verifying the child's gross income; copy of child's birth certificate; medical sufficiency statement (dated within 90 days of the application; a current statement from the Social Security Administration certifying non-eligibility for Medicare, proof of member's support (copies of money orders, canceled checks, allotments, etc.).

### **Full Time Student as a Dependent**

A child who is a full time student 21-22 years of age may be eligible as a secondary dependent with the appropriate documentation. The student may be eligible for a Uniformed Services Identification and Privilege Card (USIP card) until age 23 or graduation, whichever occurs first. The child must be dependent upon the member for more than 50% of his support. This means that the child's income, not counting the member's contributions, must be less than one-half of the child's living expenses, and the member's contribution must be more than one-half of the child's monthly living expenses.

To support a claim for dependency of a full-time student 21-22 years of age, the following documentation is required: a completed DD Form 137-6; verification of the student's full time enrollment in an accredited college or university, including a letter from the college or university's registrar certifying the student's full-time course of study leading to an Associate or higher degree and the anticipated date of graduation; documentation of tuition and educational-related expenses; verification documentation of all income from any source, including any educational assistance the student is receiving; verification of relationship to the member; proof of member's support (copies of money orders, canceled checks, allotments, etc.).

#### **Ward of a Court as a Dependent**

A Ward of a Court (an unmarried individual who has not attained the age of 21, or age 23 if enrolled in full-time course study at an institution of higher learning) who has been placed in legal and physical custody of the service member for a period of at least 12 consecutive months may be eligible as a secondary dependent. A ward may be claimed for BAH, transportation and other benefits.

To support the claim for a Ward of a Court, the following documentation is required: DD Form 137-7; copy of a court order, signed by a judge of a Court of Competent Jurisdiction in the United States, Puerto Rico, or a possession of the United States for a period of at least 12 consecutive months; copy of a birth certificate of the ward, if date of birth is not recorded on the court order; documentation verifying the ward's gross income if the ward does not reside with the member due to military necessity or hospitalization; proof of support (copies of money orders, canceled checks, allotments, etc.) if the ward does not reside with the member; if ward is a full-time student, supporting documentation must include a letter from an accredited college or university verifying the ward's full-time enrollment, documentation of expenses, and any educational assistance the ward may receive.

### **FREQUENTLY ASKED QUESTIONS**

#### **I don't want to wait in line at DEERS. How do I book an online appointment?**

First, go to <https://rapids-appointments.dmdc.osd.mil/appointment/default.aspx>. Next, click on the tab "make an appointment." When prompted to select a state, select Kentucky (KY). When prompted to select a city, select Fort Campbell. An appointment calendar will then load. Select your desired appointment time. A short form will then load on the webpage. Fill out this short form to reserve an appointment. Once completed, a confirmation will be sent to your email.

#### **How do I get my dependency determination request to DFAS?**

You may scan and email your packet to: [dependencydeterminations@dfas.mil](mailto:dependencydeterminations@dfas.mil). You may fax a complete copy to 317-275-0282 or send by mail to DFAS-IN, JMTCB, 8899 East 56<sup>th</sup> Street, Indianapolis, Indiana, 46219.

#### **If I have other questions, what should I do?**

For additional information, you may make an appointment to speak with a Legal Assistance attorney at our office.

**Hours:** 0900-1630 Monday thru Wednesday; Thursday 1300-1630; Friday 0900-1500. Closed for lunch.

**Location:** Building 2765, Tennessee Avenue, Fort Campbell, Kentucky

**Telephone Number:** (270) 798-4432

**Facsimile:** (270) 956-3961