



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH, TEXAS**

Incapacitated Children over the Age of 21

The following is the basic qualifying criteria, including requirements for processing an initial or renewal dependency determination application for establishing an incapacitation status for a child within the Defense Enrollment Eligibility Reporting System:

- The child must be unmarried.
- The child must be incapable of self-support because of a mental or physical incapacity that existed before the child's 21st birthday, or 23rd if enrolled as a full-time student, and the condition occurred after Oct. 23, 1992.
- The child must be dependent on the sponsor for over one-half of his or her support, or have been at the time of the sponsor's death.
- If any one of the three conditions above is not met, the child will not be eligible for continuation of Defense Enrollment Eligibility Reporting System after age 21.

A child who has no legal relationship to the sponsor at the time of their death, who subsequently became an adopted child of the surviving military spouse is not entitled to identification card benefits and privileges or eligible for the TRICARE Young Adult program.

In addition, the military sponsor must initiate the dependency determination application process by signing the required dependency documentation on behalf of the child to show proof of providing over 50 percent support as listed on the [DD Form 137-5](#), and according to processing procedures listed in [AFI 36-3026](#), Chapter 21. If the sponsor is deceased, and it was known that the sponsor was providing over 50 percent support to the child, the surviving spouse, family member, appointed agent or representative may apply for a dependency determination application on behalf of the child.

REQUIRED DOCUMENTATION

A current physician's letter (civilian or military) dated within 90 days of initial application. This letter usually comes from the child's attending physician. The physician letter that originally established the permanent incapacitation is acceptable, and does not require postdate within 90 days of application submission.

Statement from the Social Security Administration certifying non-eligibility to Medicare Part A or presentation of SSA Medicare card, reflecting enrollment in Parts A & B in order to continue with TRICARE benefits within the DEERS program if the sponsor is retired. If the sponsor is active duty, then, the Medicare Part B enrollment is waived, allowing continuing TRICARE medical care. For children enrolled in Medicare Parts A & B, Medicare will become the primary payer with TRICARE as a secondary payer within the DEERS program.

Birth certificate, if not enrolled in DEERS.

For parents who are not married, a Voluntary Acknowledgement of Paternity or court order identifying paternity to the military sponsor.

*****IMPORTANT*****

Due to the Uniformed Services unique administrative processing procedures, cross-servicing for the initial dependency determination application is not authorized per [AFI 36-3026](#), Table 1.3. The dependency determination application allows for the continuation of medical benefits and shopping privileges within the DEERS program. Sponsor should begin the dependency determination application renewal process 90-120 days prior to the current expiration date of the ID card or before the child's 21st birthday. Public Law 109-364 with the Fiscal Year 2007 Defense Authorization Act authorizes the Uniformed Services to issue ID cards without an established expiration date to those family members who are permanently disabled. The ID card will reflect an "indefinite" expiration. Receipt of an approved dependency determination application from finance (DFAS-DE or DFAS-IN) showing the sponsor provides over 50 percent support is required. This means a financial determination application of over 50 percent support remains, and requires the sponsor to apply every 4-years with finance.

If the sponsor is deceased, the existing approved dependency determination is used and a renewal from DFAS-IN is not required. If no approved application is on file with DFAS-IN, then, a final dependency determination must be accomplished (as of the sponsor's date of death). The approved dependency determination letter from DFAS-IN must be maintained by the surviving child, his or her surviving family members, or their agent or representative as proof of eligibility. The approval dependency letter is issued now issued from DFAS-IN and is valid indefinitely for those surviving family members, and is used for the purposes of receiving an ID card.

A dependency determination application is not required for incapacitated children over age 21 of honorably discharged members (who are not retired from the Uniformed Services or receipt of retired pay) but are rated one hundred percent disabled by the Department of Veterans' Affairs. These individuals and family members are not entitled to TRICARE or medical care through the Uniformed Services Medical Treatment Facility, however; they receive their medical benefits from the Department of Veterans Affairs known as Civilian Health and Medical Program of the Department of Veterans Affairs. A letter from the VA verifying the child qualifies as permanently incapacitated provides eligibility to shopping privileges and is sufficient for continuation of DEERS enrollment and eligibility.

Incapacitated children who marry and subsequently become unmarried through divorce, annulment, or death of spouse may be reinstated for ID card benefits and privileges as long as they meet all other requirements (as stated above). Submission copies of previous approved finance dependency determination letter, marriage certificate, divorce decree, annulment, or death certificate are required.

Dependency Determination Application and ID Card Processing Procedures for Incapacitated Children over Age 21

The procedures below apply to the Air Force (Regular Air Force, Air National Guard, and Air Force Reserve ID card issuing facilities). These procedures do not apply to the Army, Navy, Marine Corps, Coast Guard, Public Health Services, or the National Oceanic & Atmospheric Administration. For service specific information and processing instructions, see [AFI 36-3026 IP](#), June 17, 2009 Chapters 19-23.

STEP-BY-STEP APPLICATION SUBMISSION PROCESS:

1. A RAPIDS verifying official may hand write, type, or use the existing sponsor and child information listed in DEERS and the RAPIDS generated [DD Form 1172-2](#).
2. Complete all blocks 1-23 and 40-51 of the [DD Form 1172-2](#).
3. Annotate the documents used to verify the child relationship to the member (sponsor) in block 21 and refer to [AFI 36-3026](#), Attachment 5 and Eligibility Documentation. If the child is already enrolled in DEERS, annotate "VERIFIED BY DEERS" and include additional statements indicating the dependency application as initial or renewal, and other RAPIDS generated statements. Example: Medicare eligible or non-eligible for Part A & B.
4. Include on the [DD Form 1172-2](#), block 21, the RAPIDS site ID number, Verifying Official name, date, location, telephone number, email address, and verification date
5. Provide a copy of the [DD Form 1172-2](#) to the sponsor. Maintain a local suspense file, pending further notification from the medical provider concerning the child's qualification to temporary or permanent incapacitation and DFAS-IN concerning the sponsor's proof of providing over 50 percent support.
6. If the sponsor does not yet have the medical sufficiency statement, advise sponsor to take the civilian physician's statement (dated within 90 days of initial application or existing application if already approved) and the copy of the [DD Form 1172-2](#) to a Uniformed Services MTF for an endorsement of a medical sufficiency statement as listed in AFI 21-210, TRICARE Operations And Patient Administration Functions. If the medical sufficiency endorsement is disapproved, no further action will be taken to process the dependency application to DFAS-IN.
7. Once all required documentation has been obtained, the sponsor initiates a dependency application, [DD Form 137-5](#), Incapacitated Child over Age 21 or downloads the form from a Web search engine, such as Google, www.google.com. As a courtesy, the RAPIDS VO may provide a paper copy of this form to the applicant. Any questions pertaining to the form are addressed by DFAS-IN.

8. As of Nov. 4, 2009, the dependency application is forwarded to the DFAS-IN / JFLTBA, ATTN: Air Force Dependency Team, 8899 East 56th Street, Indianapolis IN 46249-1200. Financial Dependency Determination - Telephone toll free 1-888-332-7411 or (317) 510-0129, select option #4 (pay related inquiries), and option 2 (for services members), and option 5 (for secondary dependency), and option 2 (for Air Force Dependency Branch). DSN 699, DSN 699, fax (317) 212-4141, E-mail DFAS-IN_AF_Dependency@DFAS.MIL. Sponsors may send their dependency determination application directly to DFAS-IN. Note: Medical sufficiency statement, contact nearest Military Treatment Facility (MTF) or TRICARE civilian provider.

9. DFAS-IN/JFLTBA will notify the sponsor by letter of approval/disapproval of the financial dependency application. If approved, the sponsor must present the approved financial dependency letter and approved medical sufficiency letter to an ID card issuing facility. If disapproved, DFAS-IN will advise of their findings and if resubmission of the financial dependency application is necessary for further redetermination.

10. The RAPIDS VO will authorize benefits and privileges, update DEERS by scanning the approved financial dependency application and medical sufficiency letter, producing a [DD Form 1172-2](#) for sponsor signature, and ID card issuance to the child.

11. The RAPIDS VO advises sponsor or the surviving spouse, family member, or appointed agent / representative to maintain the approved dependency application letter from DFAS-IN.

12. The renewal process occurs every 4 years for the financial support (over 50 percent) with DFAS-IN, or earlier when there is a change in the child's status that would affect continued eligibility such as the sponsor no longer provides more than 50 percent support, child marries, a change in the sponsor's affiliation with the Air Force, or death.

13. Questions or additional information on Regular Air Force, Air Force Reserve, Air National Guard, retired members, and their incapacitated children may be directed to the Total Force Service Center at 800-525-0102.

14. For inquiries to obtain a letter of eligibility from the DEERS/TRICARE program, formerly a certificate of creditable coverage for incapacitated children, please contact the Defense Manpower Data Center Beneficiary helpdesk at 800-538-9552.