

**Army Secondary Dependency Claim:**  
**In Locos Parentis DD Form 137-3 Application Assistance**

When filling out the DD Form 137-3 please include the following documentation as required by regulations. Failure to do so will result in a rejected application and a delayed result of the approval/denial process. **NOTE: Only copies, not originals, of the below documentation need to be submitted. Secondary dependents claimed in this category are not entitled to a Uniformed Services Identification and Privileges (USIP) Card or Travel Allowance.**

1. **DFAS FORM 9124-** Affidavit by Member. (Downloadable on [www.dfas.mil](http://www.dfas.mil)). Save a copy of the original DD Form 9124 by member for use when applying for recertification.
2. **DFAS FORM 9124-** Affidavit by claimed dependent. (Downloadable on [www.dfas.mil](http://www.dfas.mil)). Save a copy of the original DD Form 9124 by claimed dependent for use when applying for recertification.
3. **DFAS FORM 9125-** TWO (2) third-party affidavits NOT completed by relatives of the member or the claimed dependent. (Downloadable on [www.dfas.mil](http://www.dfas.mil)). Save a copy of the original DD Form 9125 for use when applying for recertification.
4. **Proof of Support: If applicable, this is required with every initial and recertification application submission to SDC.** This applies if the dependent does NOT reside in the same household as the service member or if the home the dependent and member live in together is not owned or rented by the member. If the dependent resides with the service member or their spouse in a home owned or rented by the service member you can skip this documentation. If they do not, see the following list for acceptable proof of support: **(NOTE: Cash contributions or purchase receipts are NOT acceptable forms of proof of support)**
  - o AD (discretionary) allotment for the claimed dependent or claimed dependent's court-appointed custodian. A copy of your current Leave and Earnings Statement (LES) includes this information.
  - o Canceled checks (front & back) to the claimed dependent or claimed dependent's court-appointed custodian.
  - o Money order receipts to the claimed dependent or claimed dependent's court-appointed custodian.
  - o Electronic transfers made out to claimed dependent or claimed dependent's court-appointed custodian.
  - o Copies of bills paid on behalf of the dependent may also be used along with proof of payment.
  - o 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.
  - o Joint accounts where the member is on the dependent's account that is receiving the funds is permitted but we must have both the account providing the funds and the account receiving the funds along with all names and account numbers on both and be able to see all transactions from and to each account.

- 5. Verification of Income: If the dependent has income proof is required with every initial and recertification application submission to SDC. Income verification for the dependent is the ONLY income verification that is required.** The Service Member must provide any proof of income received by the dependent. The verification includes:
- o The most current pay stub if they are currently employed.
  - o If the dependent just started their job we need a letter or statement from the employer stating their start date.
  - o If they stopped working within the last 12 months then a letter or statement from the employer stating when employment ended is required.
  - o If the letter or statement does not state how/why the employment ended then a letter from unemployment stating the weekly/monthly benefit amount or that they are not eligible is also required.
  - o If the dependent is employed then their most current tax return showing the amount refunded or owed must also be submitted.
  - o State or federal aid with current dated documentation of the benefit amount the dependent(s) receive.
  - o If applicable a current letter from the Social Security Administration (aged 60/62 years or older) stating the monthly benefit amount received for each month of the CURRENT year.
    - If the in locos parentis is the age of 60 or older and a widow or widower a letter from the Social Security Administration (SSA) stating they are not receiving benefits on behalf of their deceased spouse is required or stating the monthly benefit amount they receive as well as all deductions and other income social security counts.
    - If the in locos parentis is the age of 62 or older, widow/widower or not, a letter from SSA is required stating they are not receiving any benefits or stating the monthly benefit amount they receive as well as all deductions and other income social security counts.
    - If the in locos parentis is at or past the age of eligibility for full benefits a letter from SSA stating they are not receiving any benefits and will not ever be eligible for themselves or deceased spouse (if applicable) is required.
  - o Funds provided to the dependent by another person that is not the member or member's spouse.
    - For funds that are provided to the dependent by someone other than the member or member's spouse a signed, dated, and notarized statement from that person stating how much they provide and how often they provide it is required. The dependent must also sign and date this but their signature does not have to be notarized.
  - o Foreign Pension.
    - If the in locos parentis' country of origin is not in the United States and if the in locos parentis is the age of 60 or older and a widow or widower, a foreign pension letter from their home country stating they are not receiving benefits on behalf of their deceased spouse is required or stating the monthly amount they receive as well as all deductions and other income foreign pension counts.

- If the in locos parentis is the age of 62 or older, widow/widower or not, a foreign pension letter from their home country is required stating they are not receiving any benefits or stating the monthly amount they receive as well as all deductions and other income foreign pension counts.
- If the in locos parentis is at or past the age of eligibility for full benefits a foreign pension letter from their home country stating they are not receiving any benefits and will not ever be eligible for themselves or deceased spouse (if applicable) is required.
- **NOTE: We use the SSA ages and years for full eligibility for all countries since DFAS is not aware of all countries' policies and requirements. If this information is known for the country included in your claim, please provide that information.**

### **Help with completing DD Form 137-3**

- o **Original documents** are **not required**; legible copies are sufficient and preferred.
- o **Include all supporting documents** listed under the BAH section on the form.
- o **All forms must be filled out completely!** If a block does not apply, put "N/A" – failure to do so will result in the application being returned without action. If there are more boxes in a section than information you have to provide, the remaining boxes cannot be left empty. They must be filled with N/A or 0.00. (Example page 3 section 5: If only 2 people live in the home then all of the information blocks for them must be completed or filled with N/A and/or 0.00. The remaining blanks after the 2 people are listed must also be filled with N/A and/or 0.00.
- o **Mark "X"** for BAH in section 1 on page 1 to identify you are applying for BAH. In Locos Parentis are only eligible for the BAH entitlement.
- o **Mark "X"** (Yes or No) yes if **first application** – If no, give the date of last application (this can be estimated if the date is unknown).
- o **Status (Active Duty, Reserve, National Guard, Retired) AND branch of service – both** must be selected. **If the member is retired, their In Locos Parentis is not eligible for any benefits as a retired member is no longer eligible for BAH.**
- o **Service Member's Residence address** – where the service member lives. Also, provide a mailing address if different from the physical address.
- o **Service Member's Military address** – Their military address cannot be the same as their mailing/residence.
- o **Phone** – identify as commercial or DSN.
- o **Email address**, if available.
- o **Claimed dependent's name and address of employer** – Answer completely.
- o **Claimed dependent is married** – If In Locos Parentis is married, the spouse's information must still be listed and all blanks must be completed. If they are not being claimed, they do not sign page 5.
- o **Claimed parent and his/her spouse live apart** – Provide complete reason and documentation that the in locos parentis' spouse does not support your claimed in locos parentis.

- o **List both the name and address of** the owner of the dwelling where the claimed dependent resides. If the home is rented the owner cannot be the member or the dependent, it must be the name of the person or company that owns the home they are renting and the address for that person or company.
- o **Persons are living where claimed dependent lives** – List all residing in that household including the claimed dependent and member.
- o **FRV (Fair Rental Value)** – If the In Locos Parentis lives in the member's home that is owned by the member FRV must be used, even if there is a mortgage. Please refer to the instructions on page 3 section 6 of the DD Form 137-3. If FRV is used they must state where they obtained the FRV or provide the documents they used to get that amount. If FRV is used and the In Locos Parentis and member live in someone else's home proof of no mortgage is required. If the In Locos Parentis lives in their own home mortgage free proof of no mortgage is required and NONE is written in the amount box in section 6 letter A. If there is a mortgage and FRV is used due to the requirement the mortgage or deed are still required to show who is responsible for that mortgage/deed.
- o **Rent/Lease** – If the home is rented or leased, a copy of the rental or lease agreement is required showing who signed as responsible paying parties, the monthly amount paid, and if the home is subsidized housing or not.
- o **Mortgage** – If the mortgage is claimed due to the requirement of it being the dependent's home or someone else's home, a copy of the mortgage statement showing the monthly payment and escrow if paid in mortgage is required.
- o **Household expenses** – All expenses for the entire household is a requirement for the claimed dependents' residence, not just the claimed dependent's share regardless of who pays for the expenses. (See expenses breakdown for information specific to each expense type.)
- o **Utilities** – Always itemize the utilities by listing the utilities claimed and the monthly amount for each on page 5 of the DD Form 137-3 and for each utility that is over \$200 per month a current bill with dates supporting the expense is required.
- o **Household Other** – Always itemize household other expenses by listing the items claimed and the monthly amount for each on page 5 of the DD Form 137-3 and for each expense that is over \$200 per month a current bill or receipt with dates supporting the expense is required.
- o **Personal expenses** – List all expenses for the claimed dependent only, regardless of who pays for them. (See expenses breakdown for information specific to each expense type.)
- o **USIP (Uniform Services Identification and Privilege Card)** – USIP expense cannot be claimed because In Locos Parentis are only eligible for BAH. Fill with 0.00 or N/A.
- o **Transportation** – Always itemize the transportation expense by listing the items claimed and the monthly amount for each on page 5 of the DD Form 137-3 and for each expense that is over \$200 per month a current bill or receipt with dates supporting the expense is required.
- o **Vehicle Payment** – If a vehicle payment is claimed proof of the vehicle payment through the most current loan statement for the car along with a copy of the vehicle's registration is required. If the dependent is not listed on the registration then the car payment cannot be claimed.
- o **School** – If there are any school expenses either for the In Locos Parentis or a dependent of the In Locos Parentis listed then a current dated bill is required to support those expenses. Loans due to a school bill cannot be used.

- o **Personal Expenses | Other Expenses** – Always itemize personal other expenses by listing the items claimed and the monthly amount for each on page 5 of the DD Form 137-3 and for each expense that is over \$200 per month a current bill or receipt with dates supporting the expense is required.
- o **Income** – List all income and monetary support received by dependent from any source other than from yourself.
- o **Remarks** – Identify the block number from the form that the comment relates to. If you are requesting BAH state the start date that you request in this block as well and be sure all supporting documents support this date also.
- o **Signatures/Notaries** – make sure all signatures are completed. All notary blocks **must** be notarized. Failure to have the documents notarized will result in the return of the application without action. The notary signature relates to the name of the dependent or guardian. The member must also sign and date at the bottom. If a POA signs for the In Locos Parentis then a medical statement from their doctor stating why they cannot sign is required.
- o All foreign documents must be translated to English.

### **Avoid common mistakes**

- **Don't submit an Illegible or incomplete application package**
  - o Type or print, legibly, on all forms.
  - o Ensure you read the printed instructions carefully and thoroughly.
  - o All blocks on the various forms must be completed or marked "N/A" to ensure nothing is missed.
  - o All foreign documents must be translated to English.
- **Don't miss important forms and documentation**
  - o **Proof of member's support** – If applicable to your situation then evidence of support is required. A dependent support allotment, canceled checks, money order receipts, electronic transfer receipts, etc. are acceptable proof of support. See above for full details.
  - o **Unacceptable documents** – For proof of support: ATM withdrawal receipts, bank statements showing withdrawals, or purchase receipts.
  - o **Relationship documents** – Two (2) 9124s and Two (2) 9125s as stated above are required.
  - o **Medical statement – NOT ALWAYS REQUIRED**: If the In Locos Parentis is ill or incapable of caring for themselves it is an option to include a medical statement that states all Activities of Daily living the parent cannot do at all and/or requires assistance with as this COULD assist with your application. This IS required if the In Locos Parentis CANNOT sign the form for themselves. The statement must be signed by a licensed medical doctor, psychologist, nurse practitioner, or physician's assistant only.

## ALL DOCUMENTATION SUBMISSIONS

All packages can be submitted only via **two** ways. **Note: No fax or email submissions are accepted.**

1. Online submission through the DFAS askDFAS module. (Direct link to make a ticket is: <https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5340>. This will require documents to be scanned onto the computer and then uploaded to the ticket online. After a ticket is created, you will be emailed your ticket number for reference and updates on your application. **This is the preferred method.**
2. By Mail: All packages may be sent via mail to the address below:  
Attention ARMY SECONDARY DEPENDENCY TEAM DFAS  
8899 East 56<sup>th</sup> Street  
Indianapolis, IN 46249.