

**Army Secondary Dependency Claim:  
Parents-In-Law DD Form 137-3  
Application Assistance**

When filling out the above form please include the following required 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 of the below documentation need to be submitted.**

1. **Member's Spouse's Birth Certificate:** **NOTE: This is required with every initial and recertification application submission for SDC.** Member's spouse's birth certificate showing their parent's names. If the names on the birth certificate are different from the 137 then name change documents such as marriage licenses, divorce decrees, or court orders changing a name are also required. See below on foreign documentation:
  - o Foreign documentation: Additional requirements are applied toward the verification of foreign eligibility documentation submitted to support enrollment of a dependent, including:
    - A full English language translation, which the translator has certified as complete and accurate, and the translator's certification of competency to translate from the foreign language into English, in accordance with 8 CFR 103.2(b)(3). Translation must be provided by a translator other than the individual presenting the document.
    - A written Judge Advocate General or local SJA opinion confirming use of the eligibility documentation, if the uniformed service member is stationed overseas.
    - Documentation that attests to the genuineness of the signature and seal, or the position of the foreign official who executed, issued, or certified the foreign documentation being presented to substantiate the dependency relationship to the sponsor.
2. **Service Member's Marriage Certificate:** **NOTE: This is required with every initial and recertification application submission to SDC.** Service member's marriage certificate with names. See below foreign documentation:
  - o Foreign documentation: Additional requirements are applied toward the verification of foreign eligibility documentation submitted to support enrollment of a dependent, including:
    - A full English language translation, which the translator has certified as complete and accurate, and the translator's certification of competency to translate from the foreign language into English, in accordance with 8 CFR 103.2(b)(3). Translation must be provided by a translator other than the individual presenting the document.
    - A written Judge Advocate General or local SJA opinion confirming use of the eligibility documentation, if the uniformed service member is stationed overseas.
    - Documentation that attests to the genuineness of the signature and seal, or the position of the foreign official who executed, issued, or certified the foreign documentation being presented to substantiate the dependency relationship to the sponsor.
  - o **Proof of Support:** **NOTE: 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 member and parent-in-law live in someone else's home, proof of member's support to the person that they live with is required.
  - If the member lives in the parent-in-law's home or in a home co-owned or co-rented/leased with the parent-in-law then proof of support is required.
  - o If none of this applies because the parent-in-law is with member in member's home owned/rented by only the member, the member's spouse or someone that is not the parent-in-law this documentation can be skipped.
  - o **Acceptable forms of proof of support (Note: Cash contributions or purchase receipts are NOT acceptable forms of 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.
    - Canceled 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 the 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.
    - 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 on both and be able to see all transactions from and to each account.
3. **Verification of Income: If the dependent has income, this is required with every initial and recertification application submission to SDC. Income verification for the dependent is the ONLY income verification that is required. Do not include income received by the service member or persons other than the claimed secondary dependent.** The verification includes:
- o Most current pay stub. If just starting the job, provide a letter from the employer stating their start date.
  - o For income that is provided to the dependent by someone other than the member, provide 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 If the dependent is employed then their most current tax return showing the amount refunded or owed must also be submitted.
  - o If state aid is received the most current benefit letter stating the monthly amount received for the current calendar year is required.

**Highlighted Information:**

- Add Travel Allowance to all sections that state BAH and USIP/ID.
- Be sure to mark both status and branch of service.

- Retired members can only apply for USIP for their dependents.
- Member's military address if they are still active cannot be the same as their mailing/residence.
- If parent-in-law is married and the spouse is not being claimed then the spouse's information must still be listed and all blanks must be completed.
- Owner of the dwelling: 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
- The form must be signed, dated, and notarized by the parent-in-law in the state where they reside and the member must also sign and date at the bottom. If a POA signs for the parent-in-law then a medical statement from their doctor stating why they cannot sign is required.
- If the parent-in-law 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 137. 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 parent-in-law and member live in someone else's home proof of no mortgage is required. If the parent-in-law lives in their own home mortgage free proof of no mortgage is required.
- 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.
- 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.
- Always itemize the utilities by listing the utilities claimed and the monthly amount for each on page 5 of the 137 and for each utility that is over 200 per month a current bill with dates supporting the expense is required
- Always itemize the transportation expense by listing the items claimed and the monthly amount for each on page 5 of the 137 and for each expense that is over 200 per month a current bill or receipt with dates supporting the expense is required
- Always itemize household other and personal other expenses by listing the items claimed and the monthly amount for each on page 5 of the 137 and for each expense that is over 200 per month a current bill or receipt with dates supporting the expense is required
- If there are any school expenses either for the parent-in-law or a dependent of the parent-in-law listed then a current dated bill is required to support those expenses.
- All foreign documents must be translated to English and converted to USD.
- If there is a USIP expense claimed that must be supported by EOBs from Tricare, pharmacy statements showing what Tricare paid, a statement from the doctor(s) showing what was billed and what Tricare paid, and/or a statement from the military medical installation
- 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.

#### **Avoid common mistakes;**

- **An Illegible or incomplete application package**
  - Type or print, legibly, on all forms.
  - Ensure you read the printed instructions carefully and thoroughly.
  - All blocks on the various forms must be completed or marked "N/A" to ensure nothing is missed.
  - All foreign documents must be translated to English.

- **Missing forms/documentation**

- o **Proof of 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** – If the parent-in-law's name on the member's spouse's birth certificate is not the same name that is on the 137 all legal name change documents including marriage licenses, divorce decrees, and name changes must be submitted to show how it went from what is on the birth certificate to what is on the form to prove the relationship.
- o **Medical statement** – **NOT ALWAYS REQUIRED**: if the parent-in-law is ill or incapable of caring for themselves please be sure the medical statement states all Activities of Daily living the parent-in-law cannot do at all and/or requires assistance with. Must be signed by a licensed medical doctor, psychiatrist, physician's assistant, or nurse practitioner. Note: Guardianship does not apply to parent-in-law

**ALL DOCUMENTATION SUBMISSIONS:**

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

1. Online submission through the [www.dfas.mil](http://www.dfas.mil) claims 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