

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. *VISIT OUR OFFICIAL WEBSITE:*
<http://www.afpc.af.mil>

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.

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.

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.

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.