

Additional Required Documentation for Application Submission

When completing the DD Form 137-5, please include the following required documentation as required by regulations. Failure to do so will result in a rejected application and a delay in the approval/denial process. (Only copies of the below documentation need to be submitted.)

Note: If the service member is deceased, then you will fill out expenses at the time of death. If approved then you will never need to reapply again.

1. Medical Sufficiency Statement (THIS IS REQUIRED EACH TIME YOU APPLY FOR SECONDARY DEPENDENCY THROUGH DFAS). This is a medical statement signed by a medical doctor or psychiatrist stating verbatim:
 - a. That the claimed dependent is **incapable of self-support due to his/her condition**
 - b. Age at which the condition was first diagnosed or began and
 - c. **Whether or not the condition and incapability of self-support are permanent**

(Letters from psychologists, nurse, nurse practitioner, medical assistant, social work, etc. are not sufficient to meet the requirements outlined in the JFTR Chapter 10 and AR 600-8-14)

2. Child's Birth Certificate (THIS IS REQUIRED TO APPLY FOR SECONDARY DEPENDENCY THROUGH DFAS):
 - a. Service member's birth certificate showing parent(s) names.
 - i. Foreign documentation – Additional requirements are applied toward the verification of foreign eligibility documentation submitted to support enrollment of a dependency, including:
 1. 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.
 2. A written Judge Advocate General or local SJA opinion confirming use of the eligibility documentation, if the uniformed service member is stationed overseas.
 3. 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 relation to the sponsor.
3. AF Form 594 (ONLY NEEDED IF APPLYING FOR BASIC ALLOWANCE FOR HOUSING):
 - a. Parts A, B, and C must be completed and a requested start date identified.
4. DFAS Form 1856: This is only required for the initial application if applying for Basic Allowance for Housing (BAH).

5. Proof of Support (THIS IS REQUIRED EACH TIME YOU NEED TO APPLY FOR SECONDARY DEPENDENCY THROUGH DFAS):
- a. This only applies if the dependent **DOES NOT** reside in the same household as the service member. If the dependent resides with the service member then this documentation is not required.
 - b. If the dependent **DOES NOT** reside in the same household as the service member then evidence of support is required.
 - i. A dependent support allotment, cancelled checks, money order receipts, electronic transfer receipts are acceptable proofs of support.
 - ii. Unacceptable documentation for proof of support: ATM withdrawal receipts, bank statement showing withdrawals, bank statements showing a joint account between service member and dependent.

Ensure all signatures are completed and all forms with notary blocks have been notarized. Failure to have document notarized will result in the return of the application without action.

Make sure to:

- Type/print legibly on all forms
- Ensure you read the printed instructions carefully and thoroughly
- All blocks are completed or marked "N/A" (do not leave any blocks empty)