



# ID Card Processing Procedures For Incapacitated Children Over Age 21

The following is the basic eligibility criteria required to establish eligibility for processing a dependency determination for incapacitated children:

---

- 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 21<sup>st</sup> birthday or 23<sup>rd</sup> if enrolled as a full-time student and the condition occurred after 23 October 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.

**Note:** If any one of the three conditions are not met, the child is not eligible.

Documentation required to determine eligibility for submission of a dependency determination package:

---

- A current physician's statement (dated within 90 days of application). The statement must be accompanied by a medical sufficiency statement from a military treatment facility in accordance with AFI 41-115 (Rule 7, below).
- Statement from the Social Security Administration (SSA) certifying non-eligibility to Medicare, Part A, to continue CHAMPUS/TRICARE benefits. **Note:** A statement is not required from an active duty dependent or individuals who are under 65, disabled, or entitled to Medicare, Part A and enrolled in Medicare Part B. These individuals remain eligible for CHAMPUS/TRICARE as a second payer.
- Birth certificate (if not enrolled in DEERS).
- Parent's marriage certificate (if not enrolled in DEERS).

**Application Processing Procedures for incapacitated children.** Cross-servicing is not authorized. Verifying officials:

---

STEP	PROCEDURE
1	An issuing facility Verifying Official hand writes or types applicable information on a <b>blank</b> DD Form 1172, in sections I and II (do not fill in blocks 57, 58, 59, 85, 86, and 87); and section III, block 89: <b>(Do not use a DD Form 1172 with information populated by RAPIDS)</b>
2	Annotate the documents used to verify relationship to sponsor in block 89 (see attachment 5) or "DEERS VERIFIED" if dependent is current in DEERS. <b>Note:</b> VO should also include statement in block 89 as follows – <b>This form is for dependency determination only.</b>
3	Complete section IV, blocks 94 and 98

4	VO should sign name following the remarks in block 89; do not sign in block 99
5	Require a statement from the Social Security Administration (SSA) certifying non-eligibility to Medicare, Part A, to continue eligibility for CHAMPUS/TRICARE benefits. <b>Exception:</b> The statement is not required for dependents of active duty members or those individuals listed in paragraph 2.25. Annotate information in block 89. <b>Note:</b> A statement is not required from an active duty dependent or individuals who are under 65, disabled, or entitled to Medicare, Part A and enrolled in Medicare Part B. These individuals remain eligible for CHAMPUS/TRICARE as a second payer.
6	Give a copy of the DD Form 1172 to the member and file one copy in suspense.
7	<p>If the customer does not yet have the medical sufficiency statement; advise customer to take civilian physician's statement (dated within 90 days of application) and the copy of the DD Form 1172 to an Air Force Uniformed Service medical treatment facility (MTF) for an endorsed medical sufficiency statement (AFI 41-115, <i>Authorized Health Care and Health Care Benefits in the Military Health Services System [(MHSS)]</i>)</p> <p><b>If medical sufficiency is disapproved, the MTF refers the customer back to the issuing activity for destruction of the DD Form 1172 that is in suspense. No further action.</b></p>
8	<p>With the favorable medical sufficiency statement from the MTF, the customer should visit the local Financial Services Office (FSO) to initiate a dependency determination in accordance with (DFAS-PMJCBC/DE Manual 177-373, volume I, Defense Joint Military Pay System-Active Component (DJMS-AC) <i>FSO Procedures</i>). The <u>DD137-5, Incapacitated Child Over Age 21</u> (formerly, DD Form 1866) must be completed.</p> <p>The dependency determination is forwarded to the Defense Finance and Accounting Service, Denver Center for approval/disapproval at DFAS-PMJCBC/DE, 6760 East Irvington Place, Denver Colorado 80279; telephone (303) 676-7907. Retired sponsors may send the completed package to DFAS directly.</p>
9	To acquire the ID card the sponsor must present the approved determination letter from DFAS-PMJCBC/DE to an ID card issuing facility where the authorized benefits and privileges will be updated in DEERS and a DD Form 1172 printed for signatures.

**Note:** A dependency determination is not required for incapacitated children over age 21 of honorably discharged members who are rated one hundred percent disabled by the Department of Veterans' Affairs as there is no medical care authorized.

**Note:** 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. Submit copies of the marriage certificate and divorce decree.

**Note:** All renewals now require a Dependency Determination; one must be re-accomplished upon expiration of the dependent's ID card; or, when there is a change in the dependent's status that would affect continued eligibility. Such as, sponsor no longer provides more than 50% support, the child married, etc. The sponsor should start the renewal process between 60 & 90 days prior to the current expiration date.