



ID Card Processing Procedures For Court Order Ward

The following is the basic eligibility criteria required to establish eligibility for processing a dependency determination for Court Order Ward:

- The child must be unmarried
- 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 two conditions is not met, the child is not eligible.

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

- Birth certificate (if not enrolled in DEERS).
- Court order from a court of competent jurisdiction in the United States (or a territory or possession of the United States) placing the child in member or former member's custody for at least 12 consecutive months.

Application Processing Procedures for Court Order Ward Dependency Determination for Child Meeting Basic Eligibility Criteria. Cross-servicing is not authorized (parent service representative must process).
Verifying officials:

STEP	PROCEDURE
1	An issuing facility Verifying Official hand writes or types applicable information on a blank 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: (Do not use a DD Form 1172 with information populated by RAPIDS)
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. Note: VO should also include statement in block 89 as follows – This form is for dependency determination only.
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	Give a copy of the DD Form 1172 to the member and file one copy in suspense.
6	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) FSO Procedures). The DD137-7 Ward of a Court (formerly, DD Form 131) must be completed.

	<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>
<p>7</p>	<p>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.</p>

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.