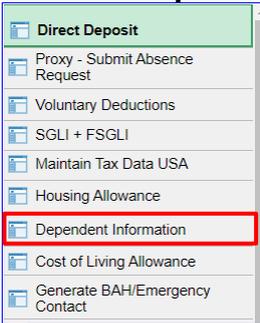
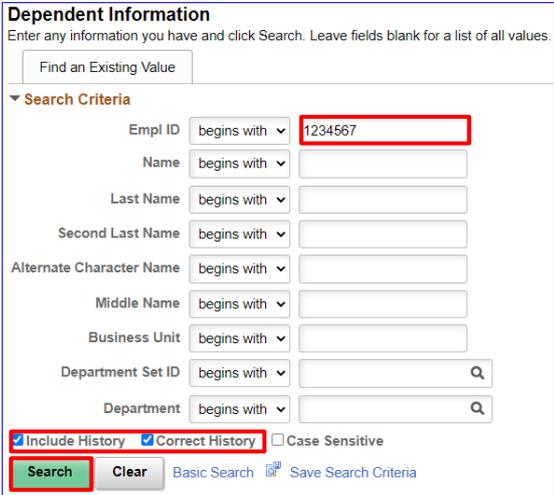


Dependent Information – Dependent Aging Out

Introduction This guide provides the procedures for handling dependents of members that age out of dependency.

Information You must have the CGHRS or CGADMINSUP role to complete this process.

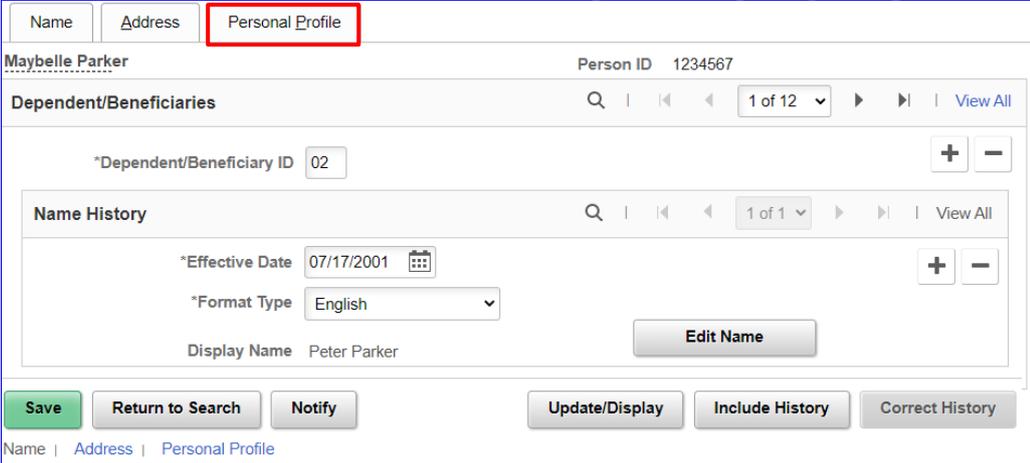
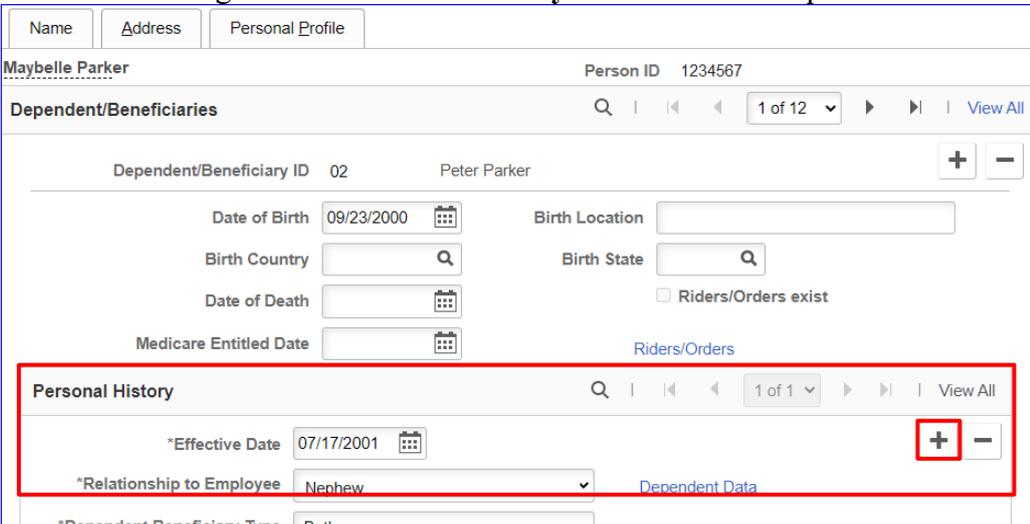
Procedures See below.

Step	Action
<p>1</p>	<p>Click on the Active/Reserve Pay Tile.</p> 
<p>1.5</p>	<p>Select the Dependent Information option.</p> 
<p>2</p>	<p>Enter the Empl ID, verify the Include History and Correct History boxes are checked and click Search.</p> 

Continued on next page

Dependent Information – Dependent Aging Out, Continued

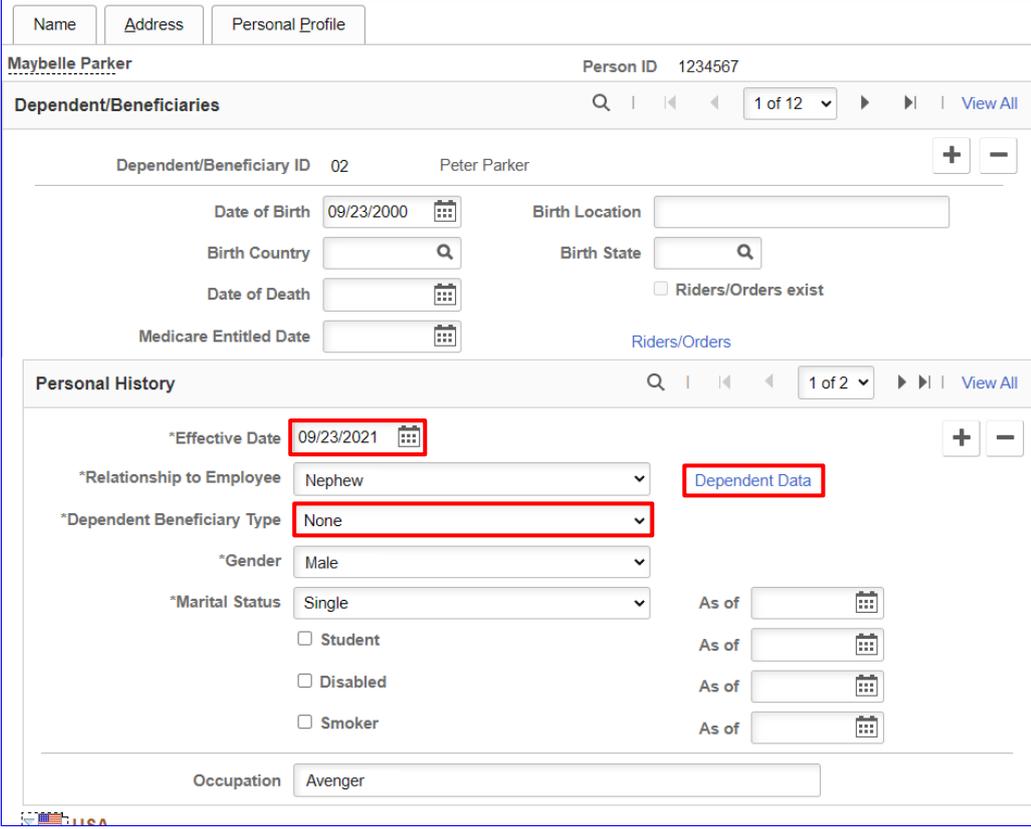
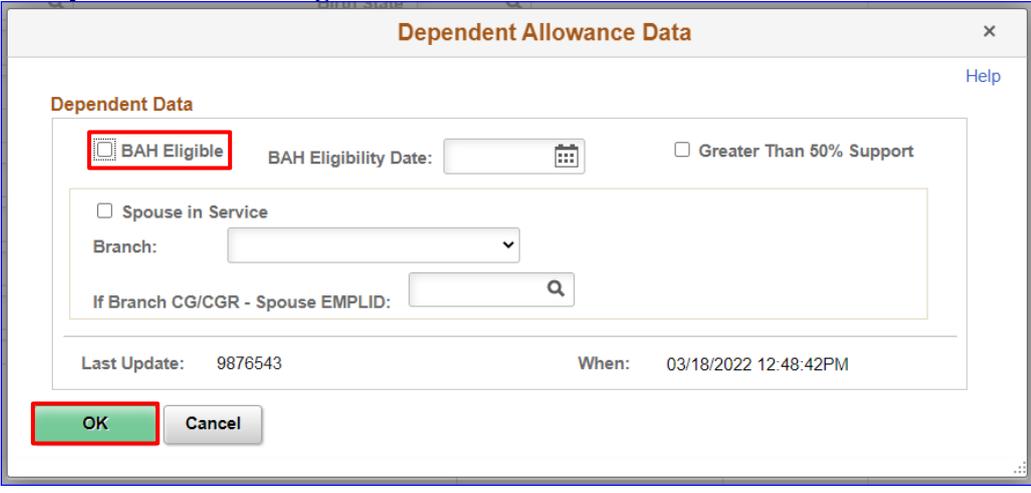
Procedures,
continued

Step	Action
3	<p>Select the Personal Profile tab. Locate the dependent requiring the update.</p> 
4	<p>Click the Plus sign in the Personal History section for that dependent.</p> 

Continued on next page

Dependent Information – Dependent Aging Out, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>Update the Effective Date to the day they became ineligible (turned 21). Change the Dependent Beneficiary Type to None. Click Dependent Data.</p>  <p>The screenshot shows a web form for a dependent named Peter Parker. The form includes fields for Date of Birth (09/23/2000), Birth Location, Birth Country, Birth State, Date of Death, Medicare Entitled Date, and Personal History. In the Personal History section, the *Effective Date is 09/23/2021, *Relationship to Employee is Nephew, and *Dependent Beneficiary Type is None. A button labeled 'Dependent Data' is highlighted with a red box.</p>
<p>6</p>	<p>Verify that the BAH Eligible box is now unchecked. Click OK.</p>  <p>The screenshot shows a dialog box titled 'Dependent Allowance Data'. It contains a 'Dependent Data' section with a 'BAH Eligible' checkbox that is unchecked and highlighted with a red box. Other options include 'Greater Than 50% Support', 'Spouse in Service', and 'Branch'. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted with a red box.</p>

Continued on next page

Dependent Information – Dependent Aging Out, Continued

Procedures,
continued

Step	Action
7	<p data-bbox="338 495 488 524">Click Save.</p> <div data-bbox="338 524 1369 775"><p data-bbox="528 562 699 584">Occupation <input data-bbox="632 555 1150 589" type="text" value="Avenger"/></p><p data-bbox="357 607 443 629">▸  USA</p><p data-bbox="357 645 464 667">▸ National ID</p><p data-bbox="338 696 1369 730"><input data-bbox="338 696 421 730" type="button" value="Save"/> <input data-bbox="443 696 580 730" type="button" value="Return to Search"/> <input data-bbox="608 696 691 730" type="button" value="Notify"/> <input data-bbox="874 696 1027 730" type="button" value="Update/Display"/> <input data-bbox="1050 696 1187 730" type="button" value="Include History"/> <input data-bbox="1209 696 1362 730" type="button" value="Correct History"/></p><p data-bbox="338 741 616 763">Name Address Personal Profile</p></div>
