

Divorce, Annulment or Death of a Dependent

Overview

Introduction There are three areas in Direct Access (DA) that need to be updated **in sequence** when a member reports a change in marital status due to a divorce, annulment, or death of a spouse or dependent.

Important Information **SGLI and/or FSGLI needs to be updated as soon as possible by the member. Please inform the member to update this information through the Servicemembers' Group Life Insurance Online Enrollment System (SOES) before proceeding to the next three areas.**

Contents

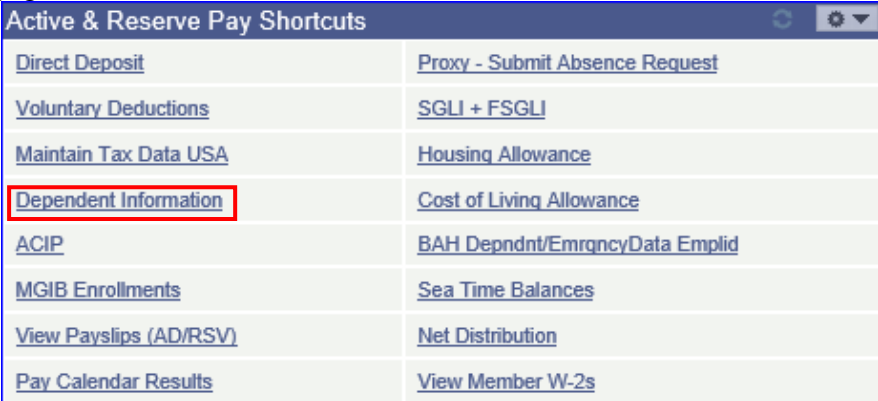
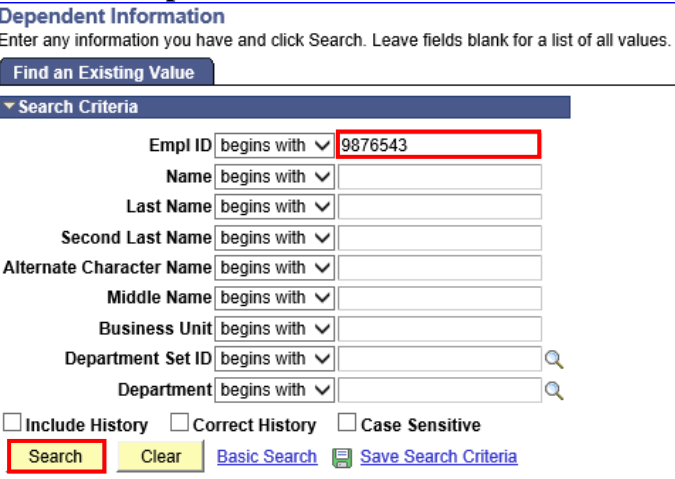
Topic	See Page
Dependent Information	2
Personal Data/Information	6
Entitlement Information	8

Dependent Information

Introduction This section provides the procedures for changing the status of BAH eligible dependents in DA.

Information **Dependents are not deleted from the member’s record when their status changes.**
 When a divorce is reported, a new row is entered and the relationship is changed to Ex-Spouse.
 In cases where step-children are involved, a new row is added with the date of the divorce, the relationship stays the same, **BUT** the BAH eligibility must be reviewed to make sure the box is not checked.

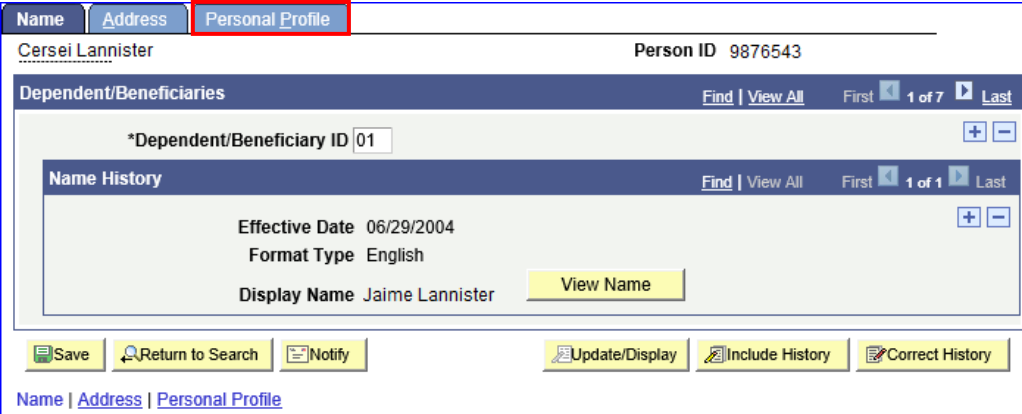
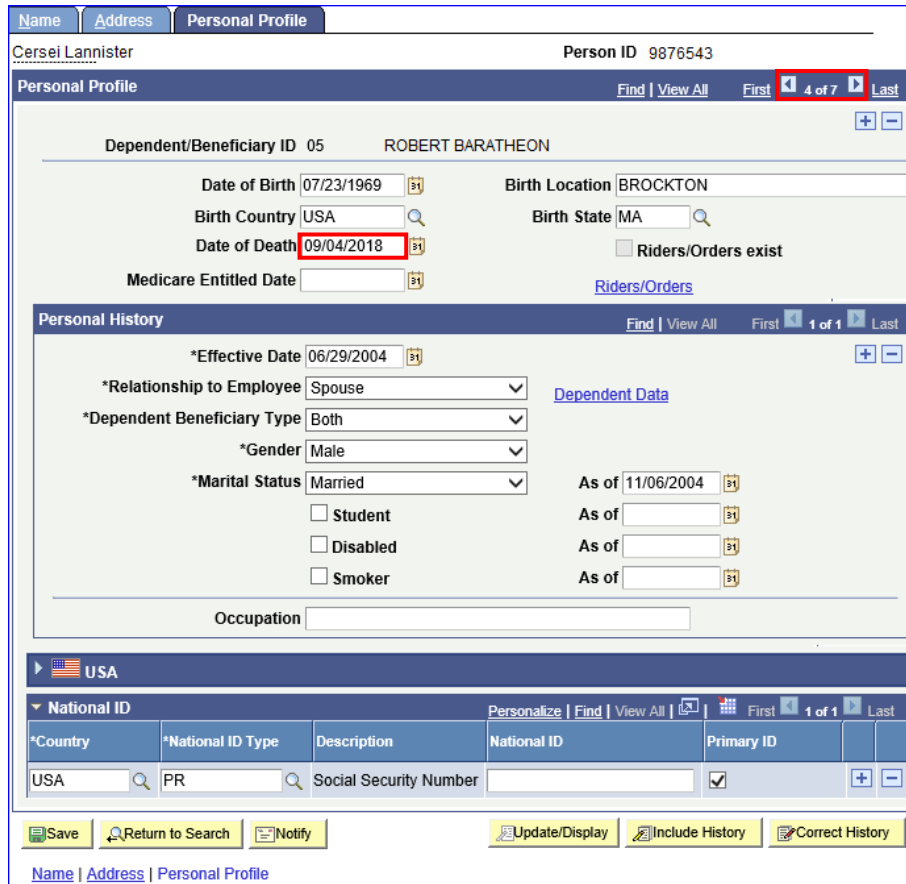
Procedures See below.

Step	Action
1	<p>Select Dependent Information from the Active & Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the Empl ID and click Search.</p> 

Continued on next page

Dependent Information, Continued

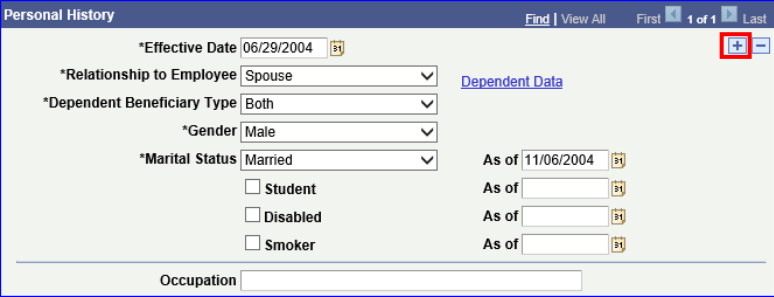
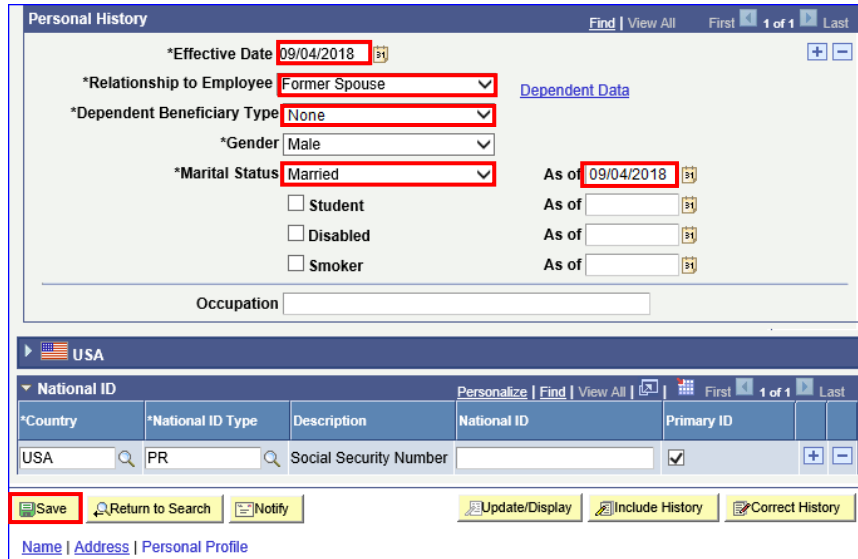
Procedures,
continued

Step	Action
<p>3</p>	<p>Select the Personal Profile tab.</p>  <p>The screenshot shows the 'Personal Profile' tab selected. The dependent list includes Robert Baratheon with a 'Date of Death' of 09/04/2018, which is highlighted with a red box. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History' are visible at the bottom.</p>
<p>4</p>	<p>Locate the appropriate dependent. If recording a death (for our example), enter the date of death in the Date of Death field in the Personal Profile section.</p>  <p>The screenshot shows the 'Personal Profile' section for dependent Robert Baratheon. The 'Date of Death' field is highlighted with a red box. Other fields include Date of Birth (07/23/1969), Birth Location (BROCKTON), Birth State (MA), and Medicare Entitled Date. The 'Personal History' section includes fields for Relationship to Employee (Spouse), Dependent Beneficiary Type (Both), Gender (Male), and Marital Status (Married). A 'National ID' section is also visible at the bottom.</p>

Continued on next page

Dependent Information, Continued

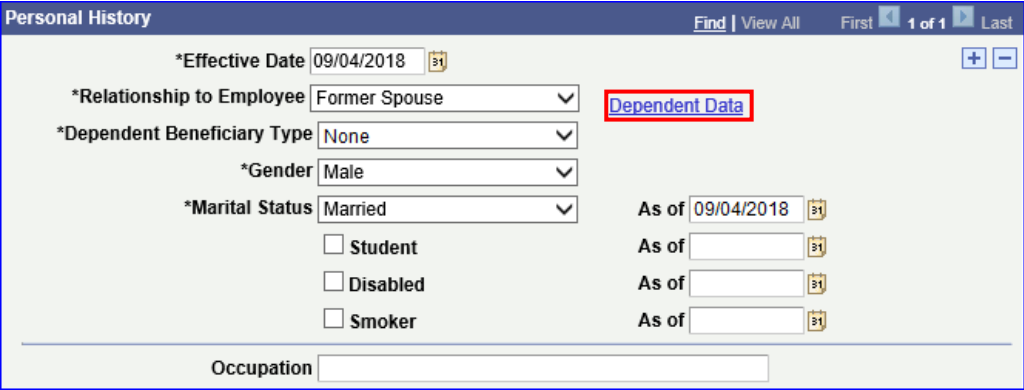
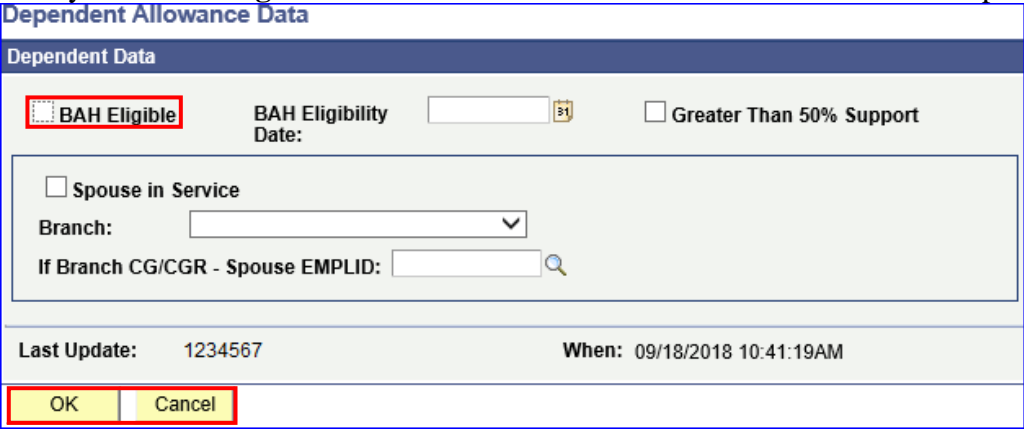
Procedures,
continued

Step	Action										
5	<p>Select the Plus button in Personal History to add a new row.</p>  <p>The screenshot shows the 'Personal History' form with the following fields: <ul style="list-style-type: none"> *Effective Date: 06/29/2004 *Relationship to Employee: Spouse *Dependent Beneficiary Type: Both *Gender: Male *Marital Status: Married As of: 11/06/2004 Options: Student, Disabled, Smoker (all unchecked) Occupation: (empty field) The '+' and '-' buttons are highlighted in a red box. </p>										
6	<p>Update the following fields in Personal History:</p> <ul style="list-style-type: none"> • Effective Date – Enter the date of divorce (annulment or date of dependent death). • Relationship to Employee – Enter: <ul style="list-style-type: none"> – Ex-Spouse for divorce (annulment) – Leave as Spouse for Death – Leave relationship for any other dependent. • Dependent Beneficiary Type – Enter None. NOTE: If recording a spouse’s death, click Save after this step and go to the instructions for updating the Member’s Personal Information. • Marital Status – Enter divorced for a divorce or for an annulment. Change to Widowed for a death. • As Of – Enter the effective date for the Marital Status change or the date of death. <p>Click Save.</p>  <p>The screenshot shows the 'Personal History' form with the following updated fields: <ul style="list-style-type: none"> *Effective Date: 09/04/2018 *Relationship to Employee: Former Spouse *Dependent Beneficiary Type: None *Gender: Male *Marital Status: Married As of: 09/04/2018 Options: Student, Disabled, Smoker (all unchecked) Occupation: (empty field) The 'Save' button is highlighted in a red box. Below the form, there is a 'National ID' section with a table: <table border="1" data-bbox="352 1765 1214 1861"> <thead> <tr> <th>*Country</th> <th>*National ID Type</th> <th>Description</th> <th>National ID</th> <th>Primary ID</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>PR</td> <td>Social Security Number</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. </p>	*Country	*National ID Type	Description	National ID	Primary ID	USA	PR	Social Security Number		<input checked="" type="checkbox"/>
*Country	*National ID Type	Description	National ID	Primary ID							
USA	PR	Social Security Number		<input checked="" type="checkbox"/>							

Continued on next page

Dependent Information, Continued


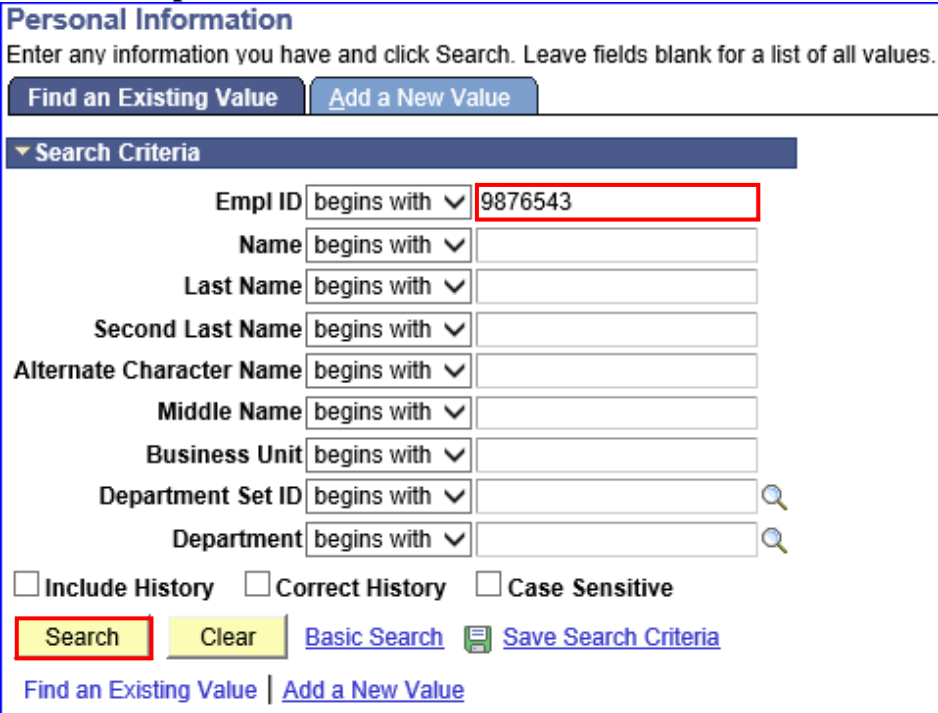
Procedures,
continued

Step	Action
<p>7</p>	<p>Select the Dependent Data link.</p>  <p>The screenshot shows a 'Personal History' form with the following fields: <ul style="list-style-type: none"> *Effective Date: 09/04/2018 *Relationship to Employee: Former Spouse *Dependent Beneficiary Type: None *Gender: Male *Marital Status: Married As of: 09/04/2018 Student: <input type="checkbox"/> Disabled: <input type="checkbox"/> Smoker: <input type="checkbox"/> Occupation: [text box] The 'Dependent Data' link is highlighted in red. </p>
<p>8</p>	<p>Verify the BAH Eligible box is not selected and click OK or Cancel to escape.</p>  <p>The screenshot shows a 'Dependent Allowance Data' form with the following fields: <ul style="list-style-type: none"> BAH Eligible: <input checked="" type="checkbox"/> (highlighted in red) BAH Eligibility Date: [text box] Greater Than 50% Support: <input type="checkbox"/> Spouse in Service: <input type="checkbox"/> Branch: [dropdown menu] If Branch CG/CGR - Spouse EMPLID: [text box] Last Update: 1234567 When: 09/18/2018 10:41:19AM OK: [button] Cancel: [button] The 'BAH Eligible' checkbox and the 'OK' and 'Cancel' buttons are highlighted in red. </p>

Personal Data/Information

Introduction This section provides the procedures for updating a member’s marital status in DA.

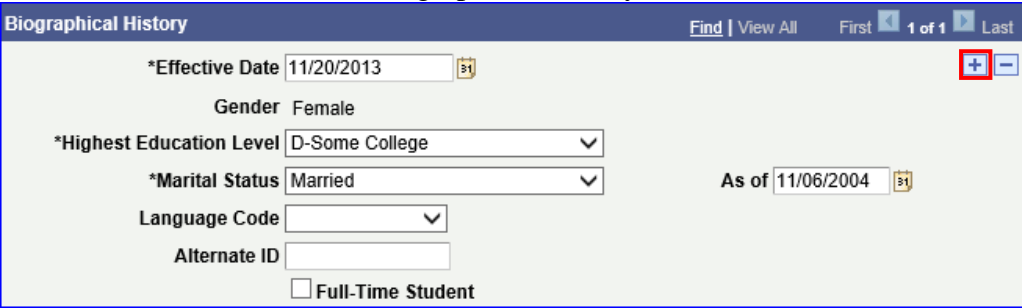
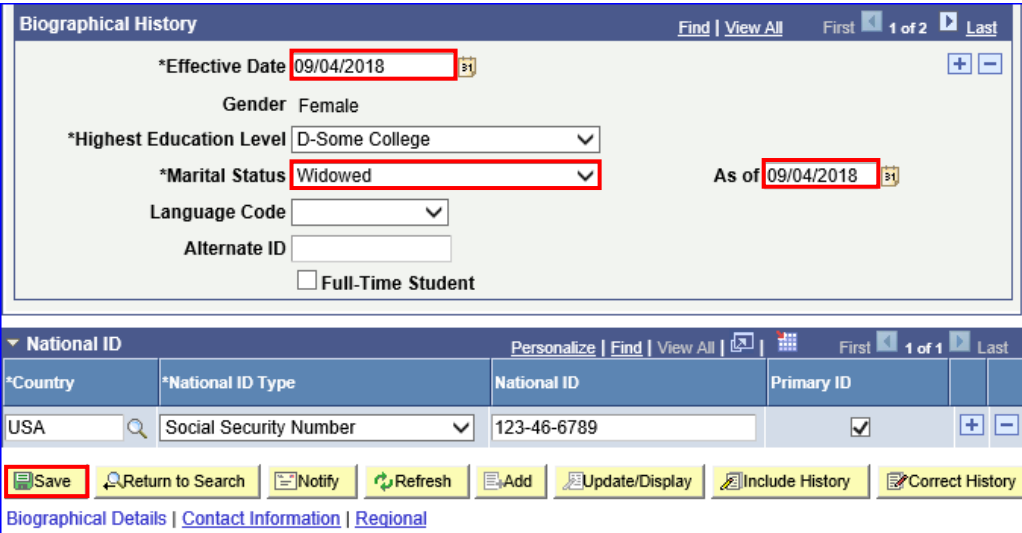
Procedures See below.

Step	Action
<p>1</p>	<p>Select the Personal Data link from the Core HR pagelet or the Personal Information link from the HR Data Shortcuts pagelet.</p> 
<p>2</p>	<p>Enter the Empl ID and click Search.</p> 

Continued on next page

Personal Data/Information, Continued

Procedures,
continued

Step	Action								
3	<p>Select the Plus button in the Biographical History section to add a new row.</p>  <p>The screenshot shows the 'Biographical History' form with the following fields: <ul style="list-style-type: none"> *Effective Date: 11/20/2013 Gender: Female *Highest Education Level: D-Some College *Marital Status: Married As of: 11/06/2004 Language Code: (empty) Alternate ID: (empty) <input type="checkbox"/> Full-Time Student The '+ -' button in the top right corner is highlighted with a red box. </p>								
4	<p>Enter:</p> <ul style="list-style-type: none"> • Effective Date – Defaults to the current date. Change to the date of the divorce/death of the spouse. • Marital Status – Change to Divorced or Widowed. • As of – Change to date of the divorce/death of the spouse. <p>Click Save.</p>  <p>The screenshot shows the 'Biographical History' form with the following fields: <ul style="list-style-type: none"> *Effective Date: 09/04/2018 Gender: Female *Highest Education Level: D-Some College *Marital Status: Widowed As of: 09/04/2018 Language Code: (empty) Alternate ID: (empty) <input type="checkbox"/> Full-Time Student Below the form is a 'National ID' section with a table: <table border="1" data-bbox="352 1422 1378 1541"> <thead> <tr> <th>*Country</th> <th>*National ID Type</th> <th>National ID</th> <th>Primary ID</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>Social Security Number</td> <td>123-46-6789</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> The 'Save' button in the bottom left corner is highlighted with a red box. </p> <p>NOTE: If the Effective Date is earlier than the date of the initial row, use the current date as the Effective Date (dates cannot be entered out of sequence).</p>	*Country	*National ID Type	National ID	Primary ID	USA	Social Security Number	123-46-6789	<input checked="" type="checkbox"/>
*Country	*National ID Type	National ID	Primary ID						
USA	Social Security Number	123-46-6789	<input checked="" type="checkbox"/>						

Entitlement Information

Introduction

If the member has no remaining BAH eligible dependents (e.g. no children or is divorced and is not the primary custodian of a dependent child), BAH and COLA entitlements need to be changed from with dependents to without dependents. Members paying child support may be eligible for BAH-Child. Please refer to the following for guidance on determining and updating pay entitlements.

The following references provide additional information about Basic Allowance for Housing (BAH) and Cost of Living Allowances (COLA):

[Joint Travel Regulations \(JTR\)](#)

[U.S. Coast Guard Pay Manual, COMDTINST M7220.29C \(series\)](#)

[DA Knowledge Base – BAH Overview](#)

[PPC Procedures & Development Webpage - SPO Pay & Allowances](#)

Effective dates for entitlement entries and additional steps for Reserve members are discussed below.

Entitlement Effective Dates

Effective Stop Dates:

- BAH entitlement at the with-dependents rate stops at 2400 on the date of the spouse's death or the date of the divorce if the member's spouse was the sole BAH eligible dependent.
- In case of an annulment, BAH with-dependents stops the day PRIOR to the annulment decree.
- Entitlement to COLA at the with-dependents rate also terminates at the same time as mentioned above.

Effective Start Dates:

- BAH or COLA – Use the date of the day AFTER the date of death of the spouse or the date of the divorce.
-

Continued on next page

Entitlement Information, Continued

Additional steps for Reserve Members

If the member is a Reservist who has completed 20 years satisfactory service, and at the same time elected to cover his/her spouse under the Reserve Component Survivor Benefit Plan (RCSBP), then the Reservist needs to take the following action:

If Spouse is Lost due to	Then the Reservist may	Action to Take
Death	<p>(a) Suspend/Terminate RCSBP coverage</p> <p>(b) Resume RCSBP coverage if Reservist later remarries</p>	<p>(a) Send a copy of spouse's death certificate to PPC (RAS).</p> <p>(b) Complete a new Form CG-11221, electing coverage for the new spouse. Form must be completed within one year of remarriage: Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG-11221 must be filed in the SPO PDR. The original (new) CG-11221, death certificate, and/or marriage certificate must be sent to PPC (RAS).</p>
Divorce or annulment	<p>(a) Suspend RCSBP coverage</p> <p>(b) Voluntarily elect to cover the former spouse under RCSBP</p> <p>(c) Later remarry and elect to cover the new spouse under RCSBP</p>	<p>(a) Send a copy of the divorce decree to PPC (RAS).</p> <p>(b) Complete a new Form CG-11221, electing former spouse coverage. Form must be completed within one year of divorce: Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG-11221 must be filed in the SPO PDR. The original (new) CG-11221, death certificate, and/or marriage certificate must be sent to PPC (RAS).</p> <p>(c) Complete a new Form CG-11221, electing coverage for the new spouse. Form must be completed within one year of remarriage: Section VII shall be annotated to reflect a change to the original 20-year RCSBP election. A copy of the CG-11221 must be filed in the SPO PDR. The original (new) CG-11221, death certificate, and/or marriage certificate must be sent to PPC (RAS).</p>