



Secretariat

ST/AI/278/Rev.1  
25 May 1982

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for  
Personnel Services

Subject: DEFINITION OF DEPENDENCY STATUS

1. This administrative instruction is a revision of the previous instruction on definition of dependency status contained in document ST/AI/278 of 7 January 1981. Staff rule 103.24 (b), as recently amended with effect from 1 January 1981 (ST/SGB/Staff Rules/1/Rev.5/Amend.2), provides that the Secretary-General shall establish special conditions under which children other than a staff member's natural children, legally adopted children and stepchildren may be regarded as dependent children of the staff member. The main purpose of this revision is to set out these special conditions by modifying paragraph 3 (d) of document ST/AI/278 accordingly. This revision also clarifies the provision of paragraph 5 of that document concerning the evidence of main and continuing support which is required.

Dependent spouse

2. A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Services gross salary scales applicable to the place of work of the staff member's spouse which were in force on 1 January of the year concerned, provided that, in the case of staff in the Professional category or above, this earnings limit shall not be less than the lowest entry level at the base of the salary system, i.e. G-2 step I for New York.

Dependent children

3. A dependent child shall be any of the following children under the age of 18 years or, if the child is in full time attendance at a school or university (or similar educational institution), under the age of 21 years, for whom the staff member provides main and continuing support, i.e. one half or more of the total support:

- (a) A staff member's natural child;
- (b) A staff member's legally adopted child;
- (c) A staff member's stepchild, if residing with the staff member;

(d) If legal adoption of the child is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence, then a child in respect of whom the following conditions are met:

- (i) The child resides with the staff member;
- (ii) The staff member can be regarded as having established a parental relationship with the child;
- (iii) The child is not a brother or sister of the staff member; and
- (iv) The number of children for which dependency benefits are claimed by the staff member under the present paragraph 3 (d) does not exceed three.

4. As provided in paragraph (b) of staff rule 103.24, the age and school attendance requirements indicated in paragraph 3 above shall be waived if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration.

5. A staff member claiming a child as dependent must certify that he or she provides main and continuing support. This certificate must be supported by satisfactory documentary evidence in the following cases:

- (a) If divorce or legal separation has occurred and the natural or legally adopted child referred to in paragraph 3 (a) and (b) above is not residing with the staff member;
- (b) In the case of the children referred to in paragraph 3 (d) above;
- (c) If a child is married.

6. Attendance at a boarding school, or a similar educational arrangement, will not by itself be interpreted a meaning that a child is not residing with the staff member.

7. A secondary dependant shall be a father, mother or a brother or sister, for whom the staff member provides one half or more of the total support and, in any case, at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school-attendance requirements established for a dependent child. An allowance for a secondary dependant shall not be paid where a dependency benefit is paid in respect of a spouse.

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