Dependency Status and Dependency Benefits

At the time of appointment, UNICEF staff members are required to provide information about their dependents and other household members. They are also responsible for keeping this information up-to-date in their personnel records throughout their service with UNICEF, and to immediately inform GSC/GSSC of any changes to the status of their dependents.

The Organization will use this information to determine a staff member’s dependency status and eligibility for dependency allowance, which is a social benefit paid to staff members in respect of their eligible dependents.

All staff members, regardless of the type of appointment or category of staff, may be eligible for dependency allowance.

**Dependent Spouse**

A dependent spouse is a UN-recognized spouse whose annual gross occupational earnings are below a certain threshold. Civil unions, domestic partnerships, and common law marriages may in some circumstances also be recognized by the UN.

The threshold is equivalent to the lowest entry-level salary (GS-2/1) in New York (for International Professionals) or the closest duty station to the spouse’s place of work (for all other categories).

**Dependent Children**

In order to be considered as a dependent, a staff member’s child must meet the following conditions:

<table>
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<th>Child</th>
<th>Biological or Legally-adopted</th>
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<td>- Resides with the staff member</td>
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<td>- Resides elsewhere, but receives main and continuing financial support from the staff member</td>
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<tr>
<td></td>
<td>- Under age 18 or between 18-21 and enrolled in school full-time</td>
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| Stepchild              | - Resides with the staff member and receives main and continuing financial support from the staff member |
|                        | - Under age 18 or between 18-21 and enrolled in school full-time |

| Disabled               | - Disability must be certified by UN Medical Service and the status renewed as required |
Secondary Dependents

A secondary dependent is a mother, father, brother, or sister for whom the staff member provides main and continuing support. In order for a brother or sister to qualify as a secondary dependent, they must meet certain requirements regarding age, school attendance, and/or disability.

A staff member can only claim one secondary dependent, and they cannot claim both a secondary dependent and a dependent spouse.

Calculation of Entitlement

For staff in the International Professional category, the salary will be paid at the dependent rate in respect of the first dependent (i.e. spouse or first child). For each additional dependent, the staff member will receive an annual sum, paid in monthly installments along with the salary.

For staff in the General Service or National Officer categories, dependency allowance will be paid in accordance with the local salary scale. Staff in these categories can claim dependency allowance for up to six children.

Remember—as changes to your family status can affect your salary and benefits, it is important to report these changes as early as possible, to avoid time-barred requests.

Key references:

CF/AI/2001-003 – Dependency Allowance Guidelines

UN Staff Rule 3.6 – Dependency allowances

CF/EXD/2014-003 Personal Status for the purposes of United Nations entitlements

Websites:


Disclaimer: This fact sheet is intended for informational purposes only. The UN Staff Rules and official UNICEF policy documents are the authoritative documents on this topic.