

CHECK LIST

TO BE BETTER PREPARED
DURING AN ABSENCE

INSURANCE

Health care and drugs

Dental care

Address for claims

Sun Life of Canada
Life Insurance Company
P.O. Box 6192, Station CV
Montréal (Québec) H3C
4R2

Great-West
Life Insurance Company
Place Bonaventure
800, de la Gauchetière
West
Suite 5800
Montréal (Québec) H5A
1B9

From available
from

[here](#) or by phone
1 888 757-7427

From your dentist
1 800 957-9777

Contract

055555

Member

Do you know how to make a claim ?

Did the member sign enough forms for the duration a the absence ?

Have you signed a power of attorney authorizing your spouse to get information on the records ?

Which treatments/drugs are covered by the insurance policies, and what kinds of coverage are available ? (Insurance travel, etc).

Have you make your registration to access your account online ?

EMERGENCIES

Do you have a emergencies list? (Poison Control Centre, Info-santé, walk-in clinic, fire, police, CLSC, etc).

Do you have the contact information of people you can reach in a emergency?

Do you have an information card on the military member that you will keep on you at all times? (See detachable card on reverse).

Do you have the number of specialists? (Doctors, dentist, paediatrician, etc).

Do you have the children's health insurance numbers?

Do you have passport or birth certificate issued after 1994 to enable you to get an emergency passport?

VEHICLE

Will your car's registration and insurance expire during the absence?

Who has to sign the forms? (Forms available at the Société de l'assurance automobile du Québec or online).

Do you have the registration and the insurance slip in the car?

When it comes time to renew a license, does the military member need to have a photo taken or simply pay the fees?

Do you have the name and number of your insurer?

Do you know your coverage and what to do in case of an accident?

Have you taken care of the insurance and registration for your other vehicles? (Motorcycle, boat, etc).

Will you store your vehicles? (car, motorcycle, boat)

Is there specific maintenance to be performed on the vehicle? (Changing tires, oil change, service under the warranty, etc).

Which is the preferred garage? (Name, address and number of the garage).

In case of a breakdown, have you an emergency number in the vehicle or on you? (CAA, Dealer's Roadside Assistance, etc.)

Have you planned alternative ways of dealing with transport issues? (taxi budget, colleagues, friends, etc.)

HOME

Is there any insurance that must be renewed during the absence?

Do you know your coverage and what to do in case of an incident?

Is there anyone close to you who could help in an emergency? (Waterline breaks, electrical problems, etc).

Do you know where the water shutoff valve is and the electrical panel to cut off power in an emergency?

Do you have a second residence? (Cottage, trailer, etc).

Is there seasonal upkeep to be performed during the absence? (Car shelter, pool, snow clearance, putting snow blower into storage, lawn mowing, lawn treatment, etc).

Do you have a list of emergency resources? (Plumber, electrician, etc).

Is there someone you know who has a duplicate of your house and car keys?

Do you know where the appliance warranties are in case of problems?

FINANCES

BUDGET

Do you have a budget?

Have you identified bills and payments due during the absence? (electricity, Internet, cell

phone, credit cards, mortgage, vehicle, insurance, etc)

Do you have an emergency fund for unforeseen circumstances?

MORTGAGE / RENT / TAXES

Is your mortgage or lease coming due?

Does the member need to sign the documents?

Will there be municipal and school taxes to pay?

CAISSE / BANK

Do you have a joint account for paying the various bills or do you need a power of attorney for access to the member's account?

Do you have investments coming due and which you must renew?

Will you have decisions to make in connection with RRSP issues and income tax?

Will you have to produce your income tax declarations during the absence?

Do you have the details regarding your various loans in case of problems?

Have you developed ways to simplify daily money management for your spouse, if they are unfamiliar with finances? (direct payment, via Internet, direct withdrawal, etc)

Are you aware of the services available through SISIP?

LEGAL ISSUES

TESTAMENT WILLS

Do both the member and spouse have an up-to-date will?

Have both the member and spouse a mandate in case of incapacity?

Do you know the location of these documents and whom to contact in case of need?

POWER OF ATTORNEY

Have you given your spouse a power of attorney to deal with your affairs in case of need in matters concerning you? (e.g. financial institution)

LIFE INSURANCE / DISABILITY

Have you insurance enabling you to meet the needs of your family? (mortgage, debts, etc)

Have you checked out the terms of your life insurance policy? (especially for members on mission)

MILITARY MEMBER

Do you have the military member's full posting address?

Do you have the member's full name, rank, serial number, unit, squadron, troop?

Do you know the rules, procedures and drop-off points for parcels?

Do the member and the spouse have e-mail addresses?

Do you know how to reach the member in an emergency? (See detachable card on reverse.)

Do you know where to phone for information on the mission where the member is deployed? (See detachable card on reverse.)

FAMILY

Have you made a list of the most important things to do before departure ?

Have you checked out all the resources available to support you during the absence ? (VFC, chaplains, neighbours, relatives, friends, etc).

Have you completed all the forms required for childcare ?

Have you procured the documents from your HR manager for the exemption allowing you to enroll your children in English school if necessary ?

Do you have a letter of consent to travel outside Canada alone with your child ? (travel.gc.ca)

Have you an emergency plan for childcare ?

Have you set aside a moment to speak to the children about the departure and to involve them in the preparations ?

Are you aware of the possible reactions and emotions your children may experience at the departure, and how to react to them ?

Are you aware of the emotional cycle and of the documentation that might be useful to better prepare for it ?

Have you put in place means for keeping in touch ? (Parcels, recorded messages, holiday gifts, Internet, e-mail, etc).

Have you planned for quality time with the children before the departure ?

Have you planned for time as a couple, without the children, before the departure ?

Have you discussed, in advance, visits from relatives during vacations and after the return ?

Special thanks to the committee of volunteers who worked to create this check list

Additional documents available at the Valcartier Family Centre

- [Toolbox](#) (0 to 5 years)
- [The Passport](#) (tool for parents of 6 to 12 years-olds)
- [Guide](#) Absence guide for spouses
- [Guide](#) Absence guide for parents of CF members
- [Guide](#) Tasks sharing guide

NOTE

The masculine form has been used for brevity, but applies to both men and women.

Spouse : person remaining in Canada.

Member : person going on mission.

IN CASE OF EMERGENCY

Military :

Grade :

Name :

Registration # :

Unity :

Mission :

VALCARTIER FAMILY CENTRE (VFC)

Building 93

P.O. Box 1 000, Station Forces
Courcellette (Québec) G0A 4Z0

418 844-6060

Toll free: 1 877 844-6060

Fax: 418 844-3959

Family Information Line (FIL): 1 800 866-4546

info@crfmv.com

www.connexionFAC.ca/Valcartier

Centre de la Famille Valcartier