

Preparing for an Absence Checklist General



The following is a **checklist** to help you and your family prepare for the unexpected and routine aspects of daily life prior to the work-related absence of a loved one.

Legal

- Will
- Power of Attorney
- Check that your Next of Kin Form is correct and up to date (DND 2587)
- Life Insurance
- List of all important documents and where they are located
- Other relevant Insurance

Financial

- Create a Budget
- Accounts & Safety Deposit Boxes
 - Banking access PIN #, Keys
- Investments
- Allotments
- Income Tax
- Online Banking Passwords
- Payment Plan for
 - Utilities
 - Phone
 - Cable
 - Rent / Mortgage
 - Credit Cards
- Create an Emergency Fund

Home

- Mortgage/Rent
- Property Tax (Homeowners Grant)
- Home Insurance
- Security
- Maintenance & Warranties
- Computer Password

Travel

- Passport/Visa for all family members
- Immunization

Health

- Insurance claim forms & numbers
- Dental Plan claim forms & numbers
- Medical Records
- Family Care Plan

Car

- Maintenance & Service Records
- Insurance
- Registration & Driver's License
- Mechanic Phone Number/Roadside Assistance # /Warranty info
- Storage

Phone Numbers for Information/Support

- Military Family Resource Centre
250-363-2640 or 1-800-353-3329
 - **Get your Military Family Identification Card at the MFRC**
- Parents/In-Laws
- Child's Emergency Contact
- Family Network Email

For Specific Child Related Concerns (All above plus)

- Emergency Childcare Plan
- Requirements for travel abroad with children when one parent is absent
- Relevant school info

Register with us to receive absence support by becoming a part of your Family Network, connecting with the MFRC local to you, and/or receiving support in French. For more information, scan the QR code or visit connect.esquimaltmfrc.com/deployment.

