



Military Family
Resource Centre
Montreal Region

WELCOME • SUPPORT • UNITE

For support in dealing with an absence:

SvcPersInfoAbsenceCRFM@forces.gc.ca
450-358-7099 ext. 2911
450-462-8777 ext. 6818

Absence section



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info.crfm@forces.gc.ca

Saint-Jean Garrison Service Centre

Building 178, Falaise Street
Richelain, Quebec J0J 1R0
450-358-7099 #7955

Saint-Hubert Garrison Service Centre

4815 de la Savane Street
Saint-Hubert, Quebec J3Y 9G1
450-462-8777 #6810

Satellite offices

Montreal Garrison

Building 214, Room 129-1
514-252-2777 #4984

Sherbrooke

41 King Street West
450-358-7099 #2349

*This document has been adapted from the following checklists:
"To be better prepared during an absence" (Valcartier MFRC) and
"Pre-deployment checklist" (CFMWS).*

EMERGENCY

MEMBER INFO IN CASE OF EMERGENCY

Rank:
Name:
Service #:
Unit:
Mission:
Email:
Full posting address:

Contact information in case of emergency:

24/7 HELP LINES

Emergency: 9-1-1
Info Santé: 8-1-1 option 1
Info Social: 8-1-1 option 2
Poison Control Centre: 1-800-463-5060
Suicide Prevention Centre: 1-800-277-3553
Kids Help Phone: 1-800-668-6868
Family Information Line; 1-800-866-4546
Member Assistance Program: 1-800-268-7708
Duty padre:

HELP LINES WITH HOURS OF OPERATION

Tel-jeunes Parents: 1-800-361-5085 (6:00 a.m. to 00:00 a.m.), live chat (6:00 a.m. to 10:30 p.m.)
Tel-Aînés: 514-353-2463 (10:00 a.m. to 10:00 p.m.)

HEALTH

	Health care and medication	Dental care
Address for claims	Canada Life Montreal Benefit Payments PO Box 4592 Station A Toronto, ON, M5W 0L5	Canada Life Montreal Benefit Payments PO Box 4592 Station A Toronto, ON, M5W 0L5
Forms		
Contracts		
Certificates		
Participants		

- Contact Canada Life to authorize spouse to submit claims
- Contact Canada Life to authorize spouse to access insurance file
- Know how to make an insurance claim
- Register online
- Know the insurance policy (what is covered, what is not)
- Know the maximum amounts
- Make sure that all family members have a valid health insurance card from the Régie d'assurance maladie du Québec



ABSENCE CHECKLIST



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FAMILY

- Have the member complete form 2050 (this form authorizes the MFRC to contact the family during the absence)
- Check that the Next-of-Kin Identification form (DND 2587) is correct and up to date
- Have a legal letter authorizing you to travel alone outside Canada with your children
- Complete all childcare forms
- Prepare an emergency plan for childcare (MFRC)
- Prepare a list of important things to remember before departure
- Be aware of your available resources (chaplains, MFRC, neighbours, relatives, friends, etc.)
- Be aware of the emotional cycle and of the documentation that might be useful to better get through the absence
- Establish an understanding in advance about visits from relatives during vacations and after the return
- Plan ways of keeping in touch (parcels, recorded messages, Internet, etc.)
- Be aware of the possible reactions and emotions your children may experience upon departure
- Involve your children in the preparations for departure
- Prepare exemption documents to allow you to register your children in English school, if necessary (CAF HR)

MILITARY

- Full posting address
- Drop-off point for parcels (MFRC)
- Know how to reach the member in case of an emergency
- Information on the mission where the member is deployed
- Complete information on the member (fill out the

VEHICULE(S)

- Will the vehicle's registration and insurance expire during the absence?
- If so, does the member have to sign the forms? (forms available at the Société d'assurance automobile du Québec)
- The registration and insurance slips in the vehicle

VEHICULE INFO

Make:
Model:
Year:
Serial No.:
Plate No.:

INSURANCE INFO

Company:
Adress:
Contract No.:
Contract expiry:
Telephone:

- Storage for other vehicles (boat, motorcycle, etc.)
- Insurance for other vehicles
- Specific maintenance (tires, oil, service under warranty, etc.)
- In case of emergency (CAA, roadside assistance)
- Alternative transportation (budget for public transportation, taxi, colleagues, friends, etc.)
- Give a copy of your key to someone you trust

GARAGE INFO

Name:
Adress:
Telephone:

LEGAL ISSUES

WILL (member AND spouse)

- Will
- Mandate in case of incapacity
- Executor of the will notified

POWER OF ATTORNEY

- Financial institution
- SAAQ
- Care arrangements
- Pets
- Children placement

LIFE INSURANCE/DISABILITY (member AND spouse)

- Sufficient life insurance in the event of death
- Sufficient disability insurance (mortgage, debts, etc.)
- Insurance beneficiaries up to date
- Check the terms of your life insurance policy for members on mission

OTHER

- Long form birth certificates for all family members
- Marriage certificate or divorce certificate, if necessary

HOME

- Home insurance (information and coverage)
- What to do in the event of an incident
- Emergency assistance (flooding, etc.)
- Location of the water shutoff valve
- Location of the electrical panel
- Other residences (cottage, trailer, etc.)
- Seasonal upkeep (snow clearing, car shelter, etc.)
- Telephone list of emergency resources (plumber, electrician, etc.)
- Give a copy of your key to someone you trust
- Appliance warranties

FINANCES

BUDGET

- Budget
- Identify bills and payments due during the absence
- Emergency fund for unforeseen circumstances
- Emergency help fund (meals, childcare, cleaning, etc.)
- Borrowing capacity

MORTGAGE/RENT/TAXES

- Mortgage coming due
- Rent / mortgage payment date
- Municipal tax payment date
- School tax payment date

FINANCIAL INSTITUTION

- Joint account for paying bills
- Individual account in the event of death to ensure access to funds
- Investments coming due
- Plan for decisions regarding RRSP issues and income tax
- Income tax declarations during the absence
- Details regarding loans
- Simplification of payments and finances (advisor, automatic payment, etc.)
- Services available through SISIP / RARM

PETS

- Microchip / tattoo number
- Feeding information
- Medical information
- Routines

VET INFO

Name:
Adress:
Telephone: