

## SERVICE MEMBER'S FAMILY CARE PLAN CHECKLIST

The following checklist is designed to assist Service Members in developing and updating Family Care Plans (FCPs). The checklist should not be considered all-inclusive and should be modified as the circumstances of each individual dictate. Additional information and assistance is available from the command FCP Coordinator, FCP Validators, legal assistance offices, Child and Youth Programs (CYP), civilian social services organizations, and military support organizations such as the Navy-Marine Corps Relief Society and Military OneSource.

The FCP is not intended to replace routine family care arrangements, such as those used during normal training or garrison duties. Instead, the FCP will be executed during times when the Service Member and other primary caregiver are unavailable due to deployment, TAD, or incapacitation. The type of care the caregiver(s) will provide should be commensurate with the care you would provide, if you were available. For some dependents, this care is strictly financial in nature. For other dependents, this care involves educational needs, medical needs, transportation, and more. Consider the type of care each dependent requires when identifying caregiver(s) and their ability to fulfill those duties.

1. Qualified caregiver designated and notified for each dependent:
  - Short-term basis (An individual who is willing and able to assume care of the designated dependent within 24 hours of activating FCP, and for up to 14 days thereafter)
  - Long-term basis (An individual who is willing and able to assume care for the designated dependent within 14 days of activating FCP, and for as long as is required.)
  
2. Ensure provisions for:
  - Financial well-being of family members
    - Allotments
    - Bank accounts and access
  
  - Logistical arrangements
    - Movement of family members/caregivers(s) to include financial, medical, and legal support arrangements which may be required. For OCONUS travel, caregiver(s) must have valid passports
    - Non-military escort for family members/dependents needing assistance (children, elderly, disabled)
    - Care of home/quarters
    - Family contacts
    - Language translator (if required)
    - School arrangements
    - Verification that new school(s) will accept minor children for enrollment
    - Additional documents needed to enroll minor children in school, (e.g., court orders, power(s) of attorney, and local forms)
    - Use of government services (commissary, exchange, etc)

- Medical/dental arrangements
  - Location of medical/dental/immunization records
  - Special or unusual needs or therapy
  - Medication requirements and prescriptions
  - Names/location of medical/dental providers
  - Desires/directions in the event of a medical emergency
  - Access to military medical treatment (use of military hospitals and clinics, TRICARE (CHAMPUS), etc.)
  - Private insurance (TRICARE Supplement, MEDICARE/MEDICAID, etc.)
  - Power of attorney for caregiver to allow the provision of medical treatment
  
- Legal arrangements
  - Name/location of attorney
  - Location of up-to-date will
  - Power(s) of attorney
  - Location of FCP Report, as printed from MOL
  - Tax arrangements
  - Family member military identifications/social security numbers
  - Insurance policies (life, medical, property, fire, etc.)
  - Court documents for care and custody of minor children and adult dependents
  - Legal review of existing court orders for custody and visitation for minor children
  - Legal review of plans to relocate minor children and/or adult family members/dependents without the written consent of both natural or adoptive parents

3. Caregiver(s) briefed by Service Member on:

- Responsibility under the Family Care Plan
- Logistical, financial, medical, and legal arrangements
- Possible challenges to custody, visitation, and support of minor children and adult family members/dependents
- Location of important documents including powers of attorney, separation agreements, court orders, divorce decrees addressing child custody and support issues
- Locations, points of contact, and types of support available from:
  - Marine and Family Programs
  - Non-Profit Organizations (e.g. Navy-Marine Corps Relief Society)
  - Child and Youth Programs (CYP)
  - Community and family support groups
  - Civilian social service organizations
  - Online Resources (e.g. Military OneSource and Military HOMEFRONT)
- Parental expectations
- Unit points of contact