

Instructions on the Completion of Schedules A & B

Schedule “A”

Name of Beneficiary: According to the Terms of Reference, a Beneficiary is defined as any individual related by blood or law to a serving or former CF member, or to a member of that individual’s immediate family who meets the criteria for financial assistance. A beneficiary may include a spouse, parent, grandparent, guardian, child, grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, niece or nephew. It should be noted that an individual who is not related by blood or law to a CF member may be considered a Beneficiary of the MFF if the relationship between the CF member and the individual is or has been of significance to the CF member, in the opinion of the member’s Base/Wing Commander, and the CF member has been killed, disabled or injured while serving as a member of Her Majesty’s Forces.

Telephone Number: Indicate the preferred contact number (home, work or cell).

Type of Assistance: In accordance with the Terms of Reference, there are two methods of financial assistance available: an interest-free loan or a grant. Only the grant is available at the Base/Wing level. In determining the appropriate type of assistance, consideration must be given to the following:

- a. the urgency of the need – Is the family in immediate distress? Are the basic needs of food, clothing and shelter being met?
- b. availability of financial assistance from other sources, including public funding – Is funding available through Veterans Affairs? Is funding available through CFPAP? Has the beneficiary attempted to try to obtain assistance from other sources such as a bank or relative? Can public funding be obtained to satisfy this requirement? (Note: if the purpose of the request for financial assistance is related to the injury or death of a CF member, particular efforts must be made in advance to determine whether public funding is available to cover the financial needs);
- c. the reasonable ability of the individual to reimburse the MFF – Is the individual able to reimburse the MFF in the short term? When?
- d. the cause of the financial need – What is the reason for the reduction in family income? Has it been ongoing? Is it the result of an unforeseen circumstance? Will financial assistance resolve the immediate situation? What steps have been taken to rectify the situation? What is the likelihood of a similar occurrence in the future?
- e. the need for third party professional assistance, support or counseling;
- f. the need for financial counseling – Has the family been seen by the Base/Wing/Station SISIP Financial Counselor? Could the family benefit by seeing a SISIP Financial Counselor?
- g. Is there a link to conditions of service - Is the situation the result of the member being in the military?

Reason for the request for assistance - Some examples may include medical expenses, utility arrears, etc.

Amount of Assistance Requested – The Base/Wing Commander may approve **urgent** cases up to and including \$5000 per beneficiary. Any requests in excess of this amount or non urgent cases must be staffed to the Senior Manager Military Families Fund.

BMO Card Number (s) if issued – If BMO prepaid cards are issued; the number of the card must be listed here.

Staffing of completed paperwork – Once completed, a copy of Schedules A, B and C is to be forwarded to the Senior Manager Military Families Fund, c/o DGPFS, 4210 Labelle Street, Ottawa, Ontario, K1A 0K2. Any questions regarding the completion of the paperwork may be directed the Senior Manager Military Families Fund at 613-992-4560.

Schedule “B”

When completing the first line of the Verification and Consent form, the second blank requires the word “City” or “Town” and the third blank requires the name of the city or town.