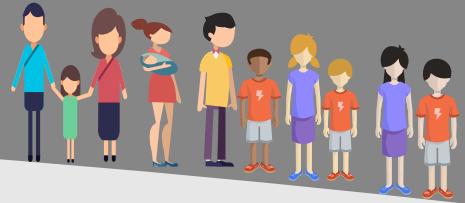


Emergency/Respite Child Care Guidelines and Provisions



PURPOSE

To provide families with support by facilitating their short-term emergency or respite child care requirements.

WHAT IS THE MFS(E) EMERGENCY CHILD CARE PLAN?

Completed by either parent/guardian. On file at the Military Family Services (Europe) Centre. Assists MFS(E) staff in supporting family through a variety of child care needs.

WHAT IS THE CAF FAMILY CARE PLAN (DAOD 5044-1)?

DAOD 5044-1: completed by member. On file in Orderly Room. Outlines plan for family care needs in the event of duty-related absence. This document must be filled prior to requesting reimbursement for child care.

**DAOD 5044-1 is only a requirement for CAF members & their families. Sponsored civilians are simply asked to fill out the MFS(E) Emergency Childcare plan.*

WHAT ARE YOUR RESPONSIBILITIES?



Member informs spouse about particulars of the Family Care Plan (DAOD 5044-1). *



Ensure you have completed the MFS(E) Emergency Child Care plan and provided it to your MFS(E) support team.



You must receive approval from MFS(E) Community Services Manager prior to childcare provision.



The family must sign a disclaimer waiver releasing MFS(E) from any liability or responsibility for caregiver screening/selection.

WHAT YOU ALSO NEED TO KNOW



Reimbursement is based on 12€ or 12£ per hour.



A family may be eligible for reimbursement for **up to 96** hours of child care expenses, on a case-by-case basis. *

Please note: this does not mean that every family automatically receives 96 hours per occurrence. There must be a demonstrated need and a failure of the Family Care Plan. Also, MFS(E) is not responsible for the provision of child care.*



What if there is an Emergency?

Emergency Child Care reimbursement may be available for families to facilitate short term emergency child care solutions in the event that their CAF Family Care Plan (FCP) fails.

ELIGIBILITY CRITERIA

Death of CAF member or family member in location OUTCAN, for support during repatriation, funeral and bereavement

1

2

Short notice duty/military tasking, and caregivers in the CAF Family Care Plan/MFS(E) Emergency Childcare plan are not available.

CAF member is absent, and spouse has a death in the family

3

4

Child is ill and unable to attend usual child care, and parents' presence at work is critical.

REIMBURSEMENT GUIDELINES



The first 24 hours of care may be eligible for reimbursement to help enact the Family Care Plan.



Hours 25 - 48 of care may be used if the Family Care Plan still cannot be implemented.



Hours 49-96 +
If these additional hours are required, approval must be obtained through Senior Manager MFS Europe.

This infographic contains a summary of the key points of the MFS(E) Emergency & Respite Child Care Guidelines. In case of a discrepancy between this document and the guideline, the latter shall take precedence. (Sept 2023)



What is Respite Child Care?

Respite Child Care support may be available when it is deemed beneficial for the health and wellness of the primary child care provider or when a family is new to a community and has not yet been able to establish their Family Care Plan.

ELIGIBILITY CRITERIA

Serious illness or injury of CAF member or family member, for child care for appointments or respite to aid in recovery.

1

2

Short-term, temporary child care to secure essential necessities when newly posted, up to a max of 3 months after posting.

3

When the spouse is the primary care provider and the Community Services Manager determines that some respite would be beneficial for his/her health and well-being.

REIMBURSEMENT GUIDELINES

The first 24 hours of care will be at the discretion of the Community Services Manager.

The next 25 – 96 hours will require approval from the Senior Manager MFS Europe on a case-by-case basis.

Reassessment of the service will occur every 3 weeks.

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What about Deployments?

If your family is facing a potential deployment or work-related absence, respite child care support may also be available.

ELIGIBILITY CRITERIA

Deployment must be over 21 days.



Separation must be over 21 days due to training.

Frequent interval separation may also qualify.



Missions requiring the member to remain at work may also qualify.

REIMBURSEMENT GUIDELINES



The first 24 hours of care will be at the discretion of the Community Services Manager.



The next 25 - 96 hours will require approval from the Senior Manager MFS Europe on a case-by-case basis.



Reassessment of the service will occur every 3 weeks.

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Who Does What?



FAMILIES

- Complete Family Care Plan (DAOD 5044-1) and/or MFS(E) Emergency Childcare plan
- Enact FCP/MFS(E) Emergency Childcare plan when required
- Communicate situation with CSP/CSM
- Sign disclaimer waiver
- Screen, interview and choose a caregiver
- Continue to communicate with CSM throughout process

COMMUNITY SERVICES PROVIDER (CSP)

- Connects with families to monitor needs
- Refers Emergency Child Care/Respite Child Care requests to Community Services Manager

COMMUNITY SERVICES MANAGER (CSM)

- Reviews requests for up to 48 hours of Emergency Child Care or up to 24 hours of Respite Child Care and provides approval if criteria is met (See guidelines)
- Connects with families to monitor needs
- Refers unique situations and requests over approval limits above to Snr Mgr MFS Europe

SENIOR MANAGER MILITARY SERVICES EUROPE

- Reviews/Approves requests over 48 hours of Emergency Child Care or over 24 hrs Respite Child Care
- Assesses/Approves unique situations not covered by guidelines



For more information, please visit our website at cfmws.ca/europe

If you have questions, please do not hesitate to contact your MFS(E) support team.

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