Family Care Plan Checklist

Items to consider in developing a Family Care Plan in conjunction with Staff Judge Advocates, Community Services, Commanding Officers and Officers in Charge.

Caregiver/Guardian

Caregiver/Guardian Designated* _____

Agreement signed by caregiver/guardian* _____

Caregiver/Guardian counseled by Soldier _____

Temporary Custody agreement _____

Authority to assist letter _____

Guardian or escort certificates _____

Family Contacts* _____

Special instructions for caregiver _____

Guidance on healthcare access _____

Legal

ID card for each dependant (all ages) * _____

Wills* _____

Special Power of Attorney* _____

Financial

Blank Allotment form must be included in Family Care Plan* _____

Bank Accounts: access / arrangements for guardian _____

Logistical

Transportation arrangements _____

Escort for travel to location of caregiver _____

Use of personal property agreements (e.g. car) _____

Care of home _____

Record Keeping

Copy of plan in service records* _____

Original copy of plan to caregiver* _____

Copy of plan to children & youth program _____

Provider(s) when appropriate _____

Copy of authorized documents to school when required by law* _____

*DA Form 5305 Jun 2010 _____

*DA Form 5304 Jun 2010 _____

*DA Form 5840 Jun 2010 _____

*DA Form 5841 Sep 2009 _____

*DD Form 1172-A Feb 2011 _____

*DD Form 2558 Sep 2002 _____

*DA Form 7666 Sep 2009 _____

*DA Form 7667 Sep 2009 _____

* Letter of Instruction to Guardians and Escorts _____

* **Required**