

# MEMBER TRANSITION TASK LIST

DEPT	Members with additional health concerns	LIFE SKILLS PREPAREDNESS, ABLE TO ADAPT, MANAGE, AND COPE WITHIN CIVILIAN LIFE	TO DO	DONE	NEED HELP
<b>12+ Month TASK Date: _____</b>					
CAF		Attend a Long Term Planning Seminar			
CAF		Make an appointment with the CAF Transition Centre			
<b>7-12 Month TASKS Date: _____</b>					
		Plan your release			
VAC		○ Create a My VAC account profile			
CAF		○ Submit a request for voluntary release or component transfer			
CAF		Decide what to do about Retirement Leave			
CAF		Participate in your first CAF Transition Interview			
		Maintain a file of all important documents and certificates for easy reference			
CAF		Participate in your Initial Release Administration Interview			
CAF		View online SCAN videos and/or attend local SCAN seminars			
<b>1-6 Month TASKS Date: _____</b>					
CAF		Make an appointment with your orderly room of your unit to complete Out-Clearance			
CAF		Complete the Enhanced Transition Training through the Defence Learning Network (DLN)			
CAF		Request your pension package thirty (30) days prior to release. Complete and send your pension package as soon as possible afterwards			
VAC		Participate in a VAC Transition Interview			
CAF		Complete an exit survey			
CAF		Participate in your Release Progress Interview			
<b>Within 1 Month TASKS Date: _____</b>					
CAF		Participate in your CAF Final Release Interview			
CAF		Plan and participate in your Depart with Dignity ceremony			
		Establish civilian wardrobe for work			
		Meet with a notary or lawyer to draft a power of attorney			
		Meet with a notary or lawyer to write a will			
		Maintain a healthy lifestyle plan (Personal Support Program)			
		Identify extenuating family circumstances			
CAF		Build in sufficient time for hand-over to your replacement			
<b>After Release TASKS Date: _____</b>					
		Ask for a copy of your Personnel File			

# MEMBER TRANSITION TASK LIST

DEPT	Members with additional health concerns	<b>HEALTH</b> FUNCTIONING WELL PHYSICALLY, MENTALLY, SOCIALLY AND SPIRITUALLY	TO DO	DONE	NEED HELP
		<b>12+ Month TASK</b> Date: _____			
		<b>7-12 Month TASKS</b> Date: _____			
CAF		Meet with CAF Nurse Case Manager to ensure continued coordination and transfer of your care plan and benefits.			
C/V		Sign the necessary consent forms at your release.			
VAC		Apply for VAC's Disability Benefit, if applicable			
		<b>1-6 Month TASKS</b> Date: _____			
C/V		Connect with the Veteran Family Program			
		Connect with the Military Family Resource Centres			
CAF		Discuss your Continuity of Care plan with your Nurse Case Manager			
		Prepare a list of medication / health treatment services and verify the coverage post release with VAC (Medavie Blue Cross) and/or your chosen medical care plan (i.e. Sun Life).			
VAC		Inquire about the Alignment of Treatment Benefits and how it may apply to you			
CAF		Book and complete your medical examination in preparation for your release			
		Find Civilian Health Professional(s)			
C/V		Consider connecting with the Operational Stress Injury Social Support (OSISS)			
VAC		Apply for VAC Rehabilitation Services and the Income Replacement Benefit			
		Obtain health and dental benefit plans for yourself and family			
		<ul style="list-style-type: none"> <li>○ Verify your eligibility to enroll in the Pensioner's Dental Services Plan (PDSP) to obtain dental benefit plans for yourself and your family</li> <li>○ Verify your eligibility to enroll in the Public Service Health Care Plan (PSHCP)</li> </ul>			
VAC		<ul style="list-style-type: none"> <li>○ Verify your eligibility to VAC's Health Benefits Program which offers individual and family access to group health insurance through the Public Service Health Care Plan (PSHCP)</li> <li>○ Explore obtaining Private health and dental insurance, if needed</li> </ul>			
		<b>Within 1 Month TASKS</b> Date: _____			
		Apply for a provincial health care card			
		Find courses or programs that support wellness or a healthy lifestyle.			
		<b>After Release TASKS</b> Date: _____			
		Continue the follow up with specialists or family health care provider			

DEPT	Members with additional health concerns	<b>HOUSING AND PHYSICAL ENVIRONMENT</b> LIVING IN SAFE, ADEQUATE AND AFFORDABLE HOUSING	TO DO	DONE	NEED HELP
		<b>12+ Month TASK</b> Date: _____			
		<b>7-12 Month TASKS</b> Date: _____			
		Decide where you will be living after release			
		Search for other community-based organizations such as schools, daycare, preschool, sport, art group, etc.			
		<b>1-6 Month TASKS</b> Date: _____			
CAF		Arrange your final move, if applicable			
CAF		<ul style="list-style-type: none"> <li>○ Arrange Intended Place of Residence (IPR): My Last CAF Move, if applicable</li> <li>○ Set up or arrange rental accommodation if not purchasing</li> </ul>			
		<b>Within 1 Month TASKS</b> Date: _____			
C/V		Ensure your contact information is current			
CAF		Request an occupancy extension, if necessary			
		<b>After Release TASKS</b> Date: _____			



Available to Members with additional health concerns



Mandatory by CAF



VAC Key Tasks

# MEMBER TRANSITION TASK LIST

DEPT	Members with additional health concerns	<b>FINANCES</b> FINANCIALLY SECURE		
		TO DO	DONE	NEED HELP
<b>12+ Month TASKS</b> Date: _____				
<b>7-12 Month TASKS</b> Date: _____				
CAF		Contact Manulife/SISIP to ensure all required paperwork is in place for your CAF LTD and CAF VRP supports		
CAF		Check your pension forecast and release benefits		
		Explore, consider and develop a financial plan for after release		
		o Meet with a financial planner		
		o Apply for the disability tax credit (T2201), if applicable		
VAC		Fill out personal and banking profile in My VAC Account		
<b>1-6 Month TASKS</b> Date: _____				
CAF		Apply for CAF Annuity / Pension		
CAF		Identify any outstanding CAF debts (CANEX, mess, etc.) and plan payment schedule		
<b>Within 1 Month TASKS</b> Date: _____				
		Confirm your life insurance requirements after release		
		Apply for the Veterans discount CF One card		
		Complete the CPP and/or QPP form, if applicable		
<b>After Release TASKS</b> Date: _____				

	Members with additional health concerns	<b>PURPOSE</b> EMPLOYMENT OR OTHER MEANINGFUL ACTIVITY ENGAGED IN ACTIVITIES THEY FIND BENEFICIAL AND MEANINGFUL		
		TO DO	DONE	NEED HELP
<b>12+ Month TASKS</b> Date: _____				
<b>7-12 Month TASKS</b> Date: _____				
CAF		Research education options and facilitate interviews with schools, if pursuing or continuing education		
		o Prior Learning Assessment and Recognition (PLAR)		
		o MySet		
		Identify second career options		
CAF		o Participate in the Career Transition Workshops		
VAC		o Explore VAC's Career Transition Services		
		o Make an appointment with your local Base/Wing PSO to discuss post career options		
		o Prepare or update your resume		
		o Contact a professional group if you have skilled trade		
		o MNET		
CAF		o Plan to apply for the CAF Vocational Rehabilitation Program for Serving Members (VRPSM)		
VAC		Explore VAC's Education and Training Benefit		
<b>1-6 Month TASKS</b> Date: _____				
VAC		Employment in the Federal Public Service		
		o Learn about employment preference and mobility in the public service		
		Obtain names and coordinates for future job references		
<b>Within 1 Month TASKS</b> Date: _____				
VAC		Apply for VAC's Education and Training Benefit		
VAC		Apply for VAC's Career Transition Services		
		Consider activating Priority Entitlement for working in the Federal Public Service (if applicable)		
<b>After Release TASKS</b> Date: _____				
		Identify hobbies		



Available to Members with additional health concerns



Mandatory by CAF



VAC Key Tasks

# MEMBER TRANSITION TASK LIST

Members with additional health concerns	<b>SOCIAL INTEGRATION</b> IN MUTUALLY SUPPORTIVE RELATIONSHIPS AND ENGAGED IN COMMUNITY	TO DO	DONE	NEED HELP
<b>12+ Month TASKS</b> Date: _____				
<b>7-12 Month TASKS</b> Date: _____				
<b>1-6 Month TASKS</b> Date: _____				
	Consider exchanging personal contact info with military peers / connections you would like to stay in touch with			
	<ul style="list-style-type: none"> <li>○ Think about joining military associations / mess memberships, Royal Canadian Legion, etc.</li> </ul>			
	Build your social contact network external to your military circles			
	<ul style="list-style-type: none"> <li>○ Contemplate joining groups with similar beliefs, language, culture, sports activities, coaching events you enjoy, etc.</li> </ul>			
	<ul style="list-style-type: none"> <li>○ Consider getting involved with opportunities for spiritual development</li> </ul>			
	<ul style="list-style-type: none"> <li>○ Think about pursuing volunteer options</li> </ul>			
	Build your online social media contact list (e.g., Facebook, Instagram, Snapchat, etc.)			
	<ul style="list-style-type: none"> <li>○ Stay connected with family, friends</li> </ul>			
<b>Within 1 Month TASKS</b> Date: _____				
	Think about whether you would like to be a Mentor (after you transition out) to transitioning CAF members			
	Determine how much you want to stay engage with the CAF community			
<b>After Release TASKS</b> Date: _____				



Available to Members with additional health concerns



Mandatory by CAF



VAC Key Tasks

# MEMBER TRANSITION TASK LIST

	Members with additional	12 + Month TASKS Date: _____	TO DO	DONE	NEED HELP
		7-12 Month TASKS Date: _____			
		1-6 Month TASKS Date: _____			
		Within 1 Month TASKS Date: _____			
		After Release TASKS Date: _____			



Available to Members with additional health concerns



Mandatory by CAF



VAC Key Tasks