

**MILITARY FAMILY SERVICES PROGRAM (MFSP)
ADDITIONAL FUNDING - CONTINGENCY
PURPOSE, RATIONALE AND GUIDELINES**

1. Purpose

The purpose of MFSP Additional Funding – Contingency is to provide an opportunity to request additional funding to pay for eligible MFSP expenditures which have arisen after annual funding allocations have occurred, and for which the C/MFRC could not have reasonably projected or anticipated. Examples of possible additional funding - contingency requests may include but are not limited to:

- Temporary requirements for extended mental health services
- Additional emergency/emergency respite child care
- Additional family separation, reunion, reintegration, deployment support, critical incidents and casualty support related to unexpected events or increase in deployments
- DMFS generated requests for provision of new services, programs, support

2. Eligibility Criteria

The following are eligible to apply for MFSP Contingency Funding:

- MFRCs
- National Military Representative (NMR) through the MFSP (Europe) Regional Manager on behalf of CMFRCs in Europe
- Commanding Officer Canadian Defence Liaison Staff (Washington) (CDLS(W)) on behalf of CMFRCs and outreach locations under CDLS(W)' command
- Commanding Officer Canadian NORAD OUTCAN Staff (CNOS) on behalf of CMFRCs and outreach locations under CNOS' command

3. Eligible Expenses

Contingency funding may be used for all MFSP related expenditures with the exception of those items identified on the MFSP Ineligible Expenses listing.

4. Guidelines for Completing and Submitting application

Each request for Additional Funding - Contingency must be submitted on an MFSP Request for Additional Funds-Contingency application template (Annex A). Justification requirements for this funding consideration vary depending on community circumstance. Prior to completion of the Request for Additional Funding - Contingency template, C/MFRCs are requested to discuss their requirements with their DMFS Field Operations Manager.

4.1 In Canada, requests for Additional Funds – Contingency must be submitted in electronic format from the MFRC to the DMFS Field Operations Manager. The original

hard copy application, signed by the Chairperson of the Board of Directors and the Executive Director, must be submitted at the same time to DMFS Headquarters, to the attention of the DMFS Field Operations Assistant.

4.2 In the United States, requests must be submitted, in electronic format, from the CMFRC or MFSP Outreach location to the DMFS Field Operations Manager. The original hard copy application, signed by the Canadian Community Program Coordinator, the local Commanding Officer and the Chairperson of the Advisory Committee must be submitted at the same time to DMFS Headquarters, to the attention of the DMFS Field Operations Assistant. A copy of the application must also be filed with either the CO, CDLS(W) or CO CNOS for their information and records.

4.3 In Europe, requests must be submitted, in electronic format, from MFSP European Regional Manager to the DMFS Field Operations Manager. The original hard copy application, signed by the MFSP European Regional Manager and the National Military Representative (NMR), or designate, must be submitted at the same time to DMFS Headquarters, to the attention of the DMFS Field Operations Assistant.

5. Guidelines for Review and Approval

- The Field Operations Manager will review and make recommendation to the Senior Manager Field Operations.
- Senior Manager Field Operations reviews and recommends to DMFS as final approving authority.
- The DMFS Field Operations Manager will notify the C/MFRC (Canada and USA) or European Regional Manager via email of the approval/non-approval of the request.
- Review and approval/non approval will generally occur within one week from the date of receipt of the application.

6. Notification and Payment of Funds

- The C/MFRC will receive an in year Funding Adjustment Notification from DMFS indicating the amount that has been approved, whether or not it is eligible for year end retention, and how to report on the receipt and expenditure of these funds on the Quarterly Expenditure Report.
- Any additional conditions applicable to the Contingency Funding, will be included in the approval notice sent via email/letter from the DMFS Field Operations Manager.
- Approved MFSP Additional Funding – Contingency will be allocated in advance of expenditures.

7. Reporting and other requirements

- C/MFRCs are required to report on Additional Funding – Contingency in their Quarterly Expenditure Report.
- All surplus Additional Funding – Contingency must be declared on the year end Statement of Surplus Funds.
- Any declared surplus funds will be deducted from future DMFS funding allocations.
- Any additional, required reporting will be noted in the email/letter of approval.

