



Disabling Sickness or Condition

Student Manual



I. INTRODUCTION

After completing this chapter, you will understand how to assist Service members with financial considerations that often accompany a disabling sickness or condition – either that of a Service member or a member of their family. Combining caregiving with everyday needs can be challenging and overwhelming when a Service member or family member becomes disabled. As a Command Financial Specialist, you have the unique opportunity to help the Service member gather information, plan ahead, and know what resources are available. Being informed will help them make more knowledgeable decisions about finances, health care, insurance, and other considerations. Use these resources as a solutions-focused tool to help your counselee set goals, establish priorities, and develop a family action plan.

II. LEARNING OBJECTIVES

Terminal Learning Objectives (TLOs) and Enabling Learning Objectives (ELOs)

- 1. TLO:** Understand the fundamentals of creating and managing a spending plan, and the importance of updating a spending plan.

ELOs: Update personal spending plan. Understand how to create a caregiving budget. Be able to compare costs and options of living arrangements for aging parents and ill or injured family members.
- 2. TLO:** Understand fundamentals of income tax and common tax benefits, and potential changes to tax situation.

ELOs: Understand how and when to update tax information, dependents and deductions for state and federal liabilities. Understand what will be taxed.
- 3. TLO:** Recognize and know how to protect against misleading consumer practices, and report consumer complaints.

ELOs: Understand the threat of predatory lenders and identify better alternatives like military aid societies. Know how to find information on state-specific consumer protection laws. Recognize fraud and scam tactics and know how to safeguard against them. Know which federal agencies support consumer protections and how to find information.
- 4. TLO:** Understand education financing, to include available benefits, obligations, and repayment options.
- 5. TLO:** Comprehend the components of Service member's military retirement system and the importance of preparing for retirement.
- 6. TLO:** Discuss the reasons, needs, types, and options for purchasing insurance.

ELOs: Review beneficiaries and levels for life insurance including Servicemembers' Group Life Insurance (SGLI). Know the different types and levels of eligibility of life insurance offered to military family members. Understand the purpose and implications of having an estate plan (beneficiaries, wills, trusts, powers of attorney, etc.). Understand basic Medicare and Medicaid benefits for aging parents.
- 7. TLO:** Understand the purpose and implications of having an estate plan (beneficiaries, wills, trusts, powers of attorney, etc.).

ELOs: Understand estate planning considerations. Know why it's important to update estate planning documents and beneficiaries.

8. **TLO:** Discuss TRICARE options and costs.
ELOs: Know how to add or remove dependents from TRICARE. Know when and how to update DEERS. Understand options for health care beyond TRICARE. Understand the necessity for additional health care for those who may not be covered under TRICARE. Know how to review the benefits and costs for various health insurance options. Know which health care benefits will be utilized for varying scenarios.
9. **TLO:** Discuss survivor and dependent benefits, including SBP and SGLI.
10. **TLO:** Recognize the importance of and be able to develop savings and an emergency fund.
ELOs: Understand the importance of starting and maintaining emergency fund. Know how to set emergency savings goals.

III. REFERENCES

- Office of Financial Readiness (FINRED) — <https://finred.usalearning.gov>
- Military Compensation Policy — <https://militarypay.defense.gov/Pay>
<https://militarypay.defense.gov/Benefits.aspx>
- Defense Finance and Accounting Service (DFAS) — <https://www.dfas.mil>
- Defense Finance and Accounting Service (DFAS)/Survivor Benefit Plan (SBP) — <https://www.dfas.mil/retiredmilitary/provide/sbp.html>
- Internal Revenue Service (IRS) — <https://www.irs.gov>
- myPay — <https://mypay.dfas.mil>
- TRICARE — <https://www.tricare.mil>
- TRICARE — <https://www.tricare.mil/Plans/Eligibility/MedicareEligible>
- Department of Veterans Affairs (VA) — <https://www.va.gov>
- Military Health System — <https://health.mil>
- milConnect — <https://milconnect.dmdc.osd.mil/milconnect>
- milSuite — <https://www.milsuite.mil/book/groups/cnic-personal-financial-management-program-wfl>
- CNIC Touchpoint Curriculum — https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/work-and-family-life/personal_finances/pfm-touchpoint-checklists.html

IV. ACRONYMS AND ABBREVIATIONS

Acronym/Abbreviation	Full Name	Definition
BAS	Basic Allowance for Subsistence	BAS is an allowance to offset costs for a member's meals.
LES	Leave and Earnings Statement	This monthly single-page report details members' eligible pay and allowances, payroll deductions and leave balances.
VA	Department of Veterans Affairs	This federal agency provides health and other benefits to eligible veterans and their families.

V. TOUCHPOINT TOOLBOX: MATERIALS AND RESOURCES TO TEACH TOPIC

All materials are available on PFM milSuite, CNIC and FINRED websites (listed above), and DVD. Links to curriculum may change or vary locally.

Delivering the right financial training at the right time helps ensure that Service members understand the financial implications, considerations, and decisions that need to be made at each Touchpoint. The tools listed below teach the same story but let you, the CFS, tell it different ways, depending on your audience, your time allotted, or your particular teaching style. They can be mixed and matched to provide the best learning experience.

REMEMBER: Every Counselee should receive a signed, dated copy of the Counselee Checklist to verify training completion and, most importantly, to ensure they have a reference to help them navigate the financial decisions required at each Touchpoint.

1. One-on-One Counseling Checklists and Handouts (Service Specific)

- *Disabling Sickness or Condition* Counselor Checklist
- *Disabling Sickness or Condition* Counselee Checklist

Handouts:

- *Spending Plan Worksheet* Handout
- *5 Rules of Buying a House* Handout
- *Major Purchases* Handout
- *Education Benefits and Savings* Handout
- *TRICARE Overview* Handout
- *Military Retirement* Handout
- *Paying off Student Loans* Handout
- *Education Benefits and Savings* Handout
- *Estate Planning* Handout
- *Survivor Benefits Overview* Handout
- *Military Consumer Protection* Handout
- *Sources of Help for Military Consumers* Handout

2. Classroom Training Materials (Service Specific)

All materials available on disc, or PFM milSuite and CNIC websites. Links to curriculum may change or vary locally.

- *Disabling Sickness or Condition* Touchpoint Checklists and Handouts
- *Disabling Sickness or Condition* PowerPoint (PPT) Training Slides and Instructor Guide (IG)
- *Disabling Sickness or Condition* Videos and Video Discussion Guides (VDG)

3. Online Training

- *Disabling Sickness or Condition* course (Navy e-Learning, MyNavy Portal or your service-specific e-Learning site)

VI. ADDITIONAL LEARNING AND ACTIVITIES

Planning and preparing for the financial considerations of a disability can be a stressful time for a Service member and their family. The training materials, Checklists, and Handouts are all about helping the Service member know what questions to ask, where and how to gather information, where and how to utilize resources, and making informed decisions about new considerations. Use these resources as solution-focused tools to help your Service member set goals, establish priorities, and develop a family action plan. In addition to the training materials contained in this Checklist, the Financial Counselors at your local installation Family Support Center can help your Service member with their specific situation.

Here are some additional ideas for conversations and activities to have with your audience:

- Review the *Spending Plan Worksheet* Handout and give participants time to fill it out.
Introduce the eFPW
- Review LIFE insurance needs estimate and discuss other insurance considerations
- TRICARE or Veterans Administration representative provide resource overview

Encourage Service members to attend PFM Standard Curriculum courses at the local installation Family Support Center to learn more about financial considerations for this Touchpoint.

- Developing Your Spending Plan
- Family Financial Planning
- Your Insurance Needs
- Smart Transition Planning