



Death of a covered dependent

This checklist will help guide you through the death claim process. Please note, not all items apply to all members.

Applicable insurance changes

You must make changes within 31 days of the special eligibility situation. You cannot drop your own coverage; you may drop dependents' coverage only. You can change or drop certain coverage. Health, dental, vision and Dependent Life-Spouse and/or Child changes are effective on the day after death. Optional Life changes are effective on the date of death.

Change coverage level:

- Health plan.
- Dental plan.
- Vision plan.

Other changes:

- Drop or decrease Optional Life insurance.
- Drop Dependent Life-Spouse and/or Dependent Life-Child insurance.
- Change MoneyPlus flexible spending accounts.
- Change Health Savings Account, if applicable.
- Update life insurance beneficiaries, if applicable.

Applicable retirement changes

- Update retirement plan beneficiaries with PEBA.
- Update State ORP beneficiaries with service provider, if applicable.
- Update Deferred Comp beneficiaries with third-party administrator, if applicable.
- Retired members of SCRS and PORS might be eligible to select a new payment option or change a beneficiary for an existing payment option upon the death of a spouse.

Member to-do's

- Notify PEBA of the dependent's death.
- Notify your employer. Your employer will begin the life insurance claims process, if applicable, and will provide you with the documents you need to complete.
- Elect insurance coverage changes in MyBenefits and [upload required documentation](#).
- Review the [Designating Active Member Beneficiaries](#) flyer and update life insurance, retirement plan, State ORP and Deferred Comp beneficiaries, if applicable.
- Complete and submit a [Retired Member Change of Beneficiary](#) (Form 7201), if applicable. PEBA must receive the form within five years of the change in marital status.