Death of a covered dependent

We at PEBA would like to offer you and your family our sincere condolences during this difficult time. This checklist will help guide you through the death claim process. Please note, not all items apply to all employees.

1. **Insurance benefits**

Changes must be made within 31 days. You may drop dependent's coverage only. You may change or drop certain other coverage. The effective date for health, dental, vision, Dependent Life-Spouse and/or Child coverage is the day after death. You may decrease or drop your Optional Life coverage within 31 days of your spouse's death.

- Notify your employer.
- Your employer will begin the claims process and will provide you with the documents you need to complete.
- Submit the documents to MetLife or return them to your employer.
- Change health plan coverage level.
- Change Dental Plus or Basic Dental coverage level.
- Change State Vision Plan coverage level.
- Drop or decrease Optional Life insurance.
- Drop Dependent Life-Spouse and/or Child coverage.
- Change MoneyPlus spending accounts.
- Update your life insurance beneficiaries.

2. **Retirement benefits**

- Notify PEBA of the beneficiary's death.
- Update retirement plan beneficiaries.
- Update South Carolina Deferred Compensation Program beneficiaries, if applicable.
- Retired members can change the form of their benefit by either selecting a new payment option or changing a beneficiary for an existing payment option.
  - Complete and submit a *Retired Member Change of Beneficiary Form (Form 7201)* to PEBA.
  - PEBA must receive the form within five years of the change in marital status.

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