

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.

Applicable insurance changes

Changes must be made within 31 days. You may drop dependents' coverage only; you can change or drop certain coverage.

Effective date of change:

- *Health, dental, vision and Dependent Life-Spouse and/or Child: day after death.*
 - *Optional Life: employee may decrease or drop coverage within 31 days of spouse's death.*
- 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 Dependent Life-Child insurance.
 - Change MoneyPlus flexible spending accounts.

Applicable retirement changes

- Update retirement plan beneficiaries.
- Update Deferred Compensation Program, beneficiaries, if applicable.
- Retired members can change the form of their benefit either by 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.

Employee to-dos

- Notify PEBA of the beneficiary'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 submit required documentation.
- Update life insurance, retirement plan and Deferred Compensation Program beneficiaries.