



# 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 and incidental death benefit beneficiaries with PEBA, if applicable.
- ☐ 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. PEBA will mail you 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.