

CHECKLIST FOR SURVIVING FAMILY MEMBERS

The following list is intended as a guide for surviving family members of City employees in settling the estate of a deceased City employee. It should not be assumed that this is a complete list or that all items apply in all cases. In the event the surviving family members are in need of immediate cash assistance, contact the employee's union and inquire about the possibility of cash assistance until death benefits are received.

Los Angeles City Employees Retirement System (LACERS) - Contact the Retirement Services Division/Survivor Benefits Section at (213) 473-7200, 360 East Second Street, 2nd Floor, Los Angeles, CA 90012, to make arrangements for any cash refund or pension due. For more information, visit www.lacers.org. In order to expedite the process, you should bring the following documents:

1. Surviving Spouse - You will be required to furnish a certified copy of the Death Certificate, a Marriage Certificate, dissolution papers for all prior marriages, your Social Security number and your Birth Certificate.
2. Minor Children (no surviving spouse) - You will be required to furnish a certified copy of the Death Certificate, copy of Birth Certificate(s), Social Security numbers and guardianship papers.
3. Other Beneficiaries - You will be required to furnish a certified copy of the Death Certificate and your Social Security number.
4. Family Death Benefits - You will be required to furnish copy(s) of Birth Certificate(s) and Social Security number(s) for any minor children (under age 18).

NOTE: If the death occurred in Los Angeles County, contact the Birth, Death and Marriage Records Section for Certificate Information at (562) 462-2137. For more information, visit www.lavote.net/RECORDER/BDM_Records.cfm.

Employee Assistance Program (EAP) – The EAP service provider will provide up to three free counseling sessions per problem for employees and their family members, to help resolve any personal problems that may be affecting their emotional well being and/or work performance. Contact MHN (Managed Health Network) at (800) 213-5813 for more information or visit members.mhn.com (passcode: cityoflosangeles). Dependents have EAP coverage thru the end of the month in which their medical benefits expire.

Personal Effects - Contact the employee's supervisor at his/her work site to make arrangements for picking up any personal effects, and returning any city property (i.e. keys, I.D. Card, etc.). If you do not know the employee's immediate supervisor's name, please contact the employee's department.

Social Security - While City employees do not pay into Social Security, the survivor may be entitled to Social Security benefits due to prior employment. Check with the Social Security office nearest your home to determine if there are any benefits available. www.ssa.gov or (800) 772-1213.

Final Pay Checks - Contact the Paymaster in the Disbursement Division of the Controller's Office at (213) 978-7480, located on 200 N. Main Street, City Hall East, Room 341, Los Angeles, CA 90012, in order to make arrangements to obtain any cash or pay checks due to the employee. It is most helpful to bring a recent paycheck stub.

Employee Benefits Division, Personnel Department - 200 N. Spring Street, Room 867, City Hall, Los Angeles, CA 90012:

- Flex Benefits Health and Dental Insurance - Contact the COBRA Insurance Coordinator at the (213) 978-1655 to continue, if desired, any family health or dental insurance which had been carried by the employee.
- Flex Benefits Life Insurance - Contact the Life Insurance Coordinator at (213) 978-1591, to determine the amount of life insurance benefits payable.
- Deferred Compensation/Pensions Savings Plan – The Deferred Compensation Plan is a voluntary supplementary retirement savings program available to full-time employees. The Pension Savings Plan is a mandatory retirement savings plan for part-time, temporary or seasonal employees. To determine if (a) a deceased employee had an account with either Plan and (b) you are a named beneficiary on the account, please contact Great-West Retirement Services at (888) 457-9460.
- Commute Options & Parking – The deduction codes #3A, #3B, #3V, #34 or #35 will appear on the employee's check stub if he/she had a parking permit or was part of a van pool. Contact a Commute Options & Parking representative at (213) 978-1655 to check for deductions that need to be stopped or to return a parking permit.

If these deduction code numbers appear on the employee's check stub, contact the appropriate unions, employee associations/clubs, fraternal organizations, etc., of which the employee may have been a member to determine if there are any death benefits payable. For a complete list of unions and associations, please see the attached Payroll Deduction Codes list and Representation Units list.

- All City Employees Benefit Service Association (ACEBSA) – The deduction code #64 will appear on the employee's check stub if he/she was a member. Contact (213) 485-2485, located at 200 North Main Street, 10-B, Los Angeles Mall, Los Angeles, CA 90012. The employee may have additional insurance coverage or other benefits. Visit www.acebsa.org for more information.
- City Employees Club of Los Angeles (formerly LACEA) – The deduction code #41 will appear on the employee's check stub if he/she was a member. Contact (800) 464-0452, located at 350 South Figueroa Street, Suite 700, Los Angeles, CA 90071. The employee may have additional insurance coverage or other benefits. Visit www.cityemployeesclub.com for more information.
- Los Angeles Federal Credit Union (LAFCU) - The deduction code #81 will appear on the employee's check stub if he/she was a member. Contact the Member Services of the Los Angeles Mall Branch at (213) 484-8640, 201 N. Los Angeles Street, Los Angeles, CA 90012 to check on possible accounts, loans or shares the employee may have had. If it is more convenient, you may contact the Culver City, Gardena, Glendale, or Van Nuys branches. Visit www.lafcu.org for more information.