

NEW YORK CITY BOARD OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 COURT STREET  
BROOKLYN, NEW YORK 11201

PERSONNEL MEMORANDUM NO. 25, 1996-1997

JANUARY 6, 1997

TO: PRESIDENTS OF COMMUNITY SCHOOL BOARDS, ALL SUPERINTENDENTS,  
EXECUTIVE DIRECTORS, HEADS OF OFFICES, PERSONNEL DIRECTORS,  
PRINCIPALS OF ALL DAY SCHOOLS, SCHOOL SECRETARIES, UFT DISTRICT  
REPRESENTATIVES AND CSA DISTRICT CHAIRPERSONS

FROM: HOWARD S. TAMES   
EXECUTIVE DIRECTOR

RE: INFORMATION FOR SURVIVORS OF A DECEASED PEDAGOGICAL OR  
ADMINISTRATIVE EMPLOYEE (REVISED DIRECTORY)

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This memorandum is a revision of Personnel Memorandum No. 38, 1988-89 for survivors of a deceased employee. The material has been updated with current information provided by the various organizations and agencies with responsibility in the areas of concern.

This directory should be a valuable source of information to survivors or executors designated to handle the estate of a deceased employee. Upon the death of a staff member, it is recommended that a copy of this guide with identifying information completed by the timekeeper or payroll secretary be sent to the survivor or executor, preferably by Certified Mail, Return Receipt Requested, and that the signed receipt be retained in the official files of the concerned office for a period of seven years.

Please Note: The completed guide should not be sent to 65 Court Street.

Inquiries about this publication, suggestions on further changes and requests for additional information should be directed to:

Sheldon D. Hychman  
Division of Human Resources  
65 Court Street (Room 504)  
Brooklyn, New York 11201  
Telephone: (718) 935-5878

HST/SDH/sdh

### **1. Salary Checks**

It can be determined from the timekeeper/payroll secretary at the decedent's work location as to whether any monies are due for services rendered immediately prior to death.

The Bureau of Pedagogic Compensation - (14th floor) for pedagogical employees and the Bureau of Non-Pedagogic Compensation - (10th floor) for administrative employees at 65 Court Street, Brooklyn, New York will issue a pay order for release of the check by the Office of Payroll Administration located in Room 200, Municipal Building, Centre and Chambers Streets in Manhattan (Telephone: Ms. Patricia Downey at (212) 669-4628). The check will be disbursed on receipt of the pay order together with either of the following documents:

- a) Surrogate's Court Certificate of Letters of Testamentary, if the deceased left a will, or
- b) Certificate of Letters of Administration, if a will was not left by the deceased.

These documents may be obtained from the Surrogate's Court in the county of residence of the deceased as listed below:

New York: 31 Chambers St., New York, NY 10007, Telephone: (212) 374-8239  
Bronx: 851 Grand Concourse, Bronx, NY 10451, Telephone: (718) 590-3618  
Kings: 2 Johnson St., Brooklyn, NY 11201, Telephone: (718) 643-5262  
Queens: 88-11 Sutphin Boulevard, Jamaica, NY 11435, Telephone: (718) 520-3132  
Richmond: 18 Richmond Terrace, Staten Island, NY 10301, Telephone: (718) 390-5400  
Nassau: 262 Old Country Road, Mineola, NY 11501, Telephone: (516) 571-2084  
Suffolk: County Center, Riverhead, NY 11901, Telephone: (516) 852-1745  
Westchester: Court House, 111 Grove St., White Plains, NY 10601, Telephone: (914) 285-3712

If there is no estate subject to probate or no will, a copy of a paid bill for mortuary services and a death certificate may be presented instead of the Surrogate documents.

If it is ascertained at the employee's work location that the amount of the salary check is \$2,000 or more, the Office of Payroll Administration will require a tax waiver which may be secured by contacting the New York State Department of Taxation and Finance at 1-800-CALL TAX.

### **2. Benefits Accruing From Membership in a Pension System**

Upon the death of an employee, the Board of Education notifies the appropriate retirement system to disburse whatever benefits should accrue to the designated beneficiary or estate. Any questions that the beneficiary may have regarding these benefits should be directed to that retirement system.

### **3. Blood Program (City Donor Corps)**

If the employee was enrolled in the City Donor Corps, the surviving spouse is entitled to blood program benefits until the end of the membership year (November 1) in which the death occurred. The Bureau of Health and Welfare, 65 Court Street, Room 301, Brooklyn, New York 11201, Telephone: (718) 935-2828, should be notified in order that the necessary arrangements can be made for continued coverage.

#### **4. Health Insurance**

If the employee was enrolled in the Board of Education Health Insurance Program and the survivor was insured on the policy as a dependent, that dependent will be offered COBRA continuation privileges at 102% of the Board of Education's cost. (A COBRA application should be sent to the survivor by the timekeeper/payroll secretary of the employee's work location noted above.)

COBRA coverage may be purchased for a maximum of 36 months and is identical to the coverage provided when the employee was alive.

#### **5. Social Security**

If the employee was covered by Social Security, the local Social Security District Office may be contacted about survivor benefits including those for dependent children.

#### **6. Union Affiliation**

If the employee was a member of an employee organization or labor union, inquiry should be made about any possible benefits deriving from such membership. Information on such membership can be obtained from the employee's work location noted above.

##### **a) Pedagogical Supervisors**

Council of Supervisors and Administrators  
16 Court Street  
Brooklyn, New York 11241  
Telephone: (718) 852-3000      Welfare Fund: (718) 624-2600

##### **b) Teachers and Educational Paraprofessionals**

United Federation of Teachers  
260 Park Avenue South  
New York, New York 10010  
Telephone: (212) 777-7500      Welfare Fund: (212) 539-0500

##### **c) School Aides, Lunch Helpers, Family Paraprofessionals, Community Center Attendants, Film Inspection Assistants**

DC 37, Local 372  
125 Barclay Street  
New York, New York 10007  
Telephone: (212) 815-1000      Welfare Fund: (212) 815-1234

##### **d) Security Guards**

Teamster Local 237 Welfare Fund  
216 West 14th Street  
New York, New York 10011  
Telephone: (212) 924-7220

e) District Business Managers, District Business Officers and Principal Administrative Associates

Communications Workers of America, Local 1180  
6 Harrison Street  
New York, New York 10013-2898  
Telephone: (212) 226-6565      Welfare Fund: (212) 966-5353

f) Custodians and Custodian Engineers

AFL-CIO, Local 891  
Gerald McDonald, Welfare Chairman  
Public School 194  
242 West 144th Street  
New York, New York 10030  
Telephone: (212) 234-7888

(N.B. - This list is NOT exhaustive)

7. Welfare Fund

Most employees of the Board of Education are eligible for welfare fund benefits. Although union membership is not required, the welfare fund is generally administered by a union. Death benefits are very often provided by the funds and the appropriate welfare fund should be contacted directly for further information. Any questions concerning coverage should be directed to the Bureau of Health and Welfare at (718) 935-2828.

8. Income Tax

Information relating to change in income tax status and methods of reporting the information of the deceased for the tax year can be obtained from your local office of the District Director of Internal Revenue and from the New York State Department of Taxation and Finance.

9. Veterans

If the employee was a veteran, questions relating to burial and cash benefits may be directed to the Department of Veterans Affairs at 1-800-827-1000.

HST/SDH/sdh

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65 COURT STREET  
BROOKLYN, NEW YORK 11201**

**INFORMATION FOR SURVIVOR OF A DECEASED EMPLOYEE  
OF THE BOARD OF EDUCATION**

The following information is provided to assist in settling the affairs of the deceased employee whose name is indicated below. Identification data should be inserted by the Timekeeper or Payroll Secretary before being presented to the survivor.

Identification Data: \_\_\_\_\_

Last Name	First Name	Middle Initial
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Position Title: \_\_\_\_\_ Official Title: \_\_\_\_\_

Last Home Address On Record: \_\_\_\_\_

No. Street

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

School or Office: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(Timekeeper/Payroll Secretary)

Name of Retirement System and Membership Number: \_\_\_\_\_

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File No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

New York City Teachers' Retirement System - 40 Worth Street, New York, NY 10013  
Telephone: (212) 442-5440

Board of Education Retirement System - 65 Court Street - Room 1602, Brooklyn, NY 11201  
Telephone: (718) 935-2317

New York City Employees Retirement System - 220 Church Street, New York, NY 10013  
Telephone: (212) 442-5138

Contributor to Social Security through The Board of Education Yes \_\_\_\_\_ No \_\_\_\_\_

Enrolled in Blood Program (City Donor Corps) Yes \_\_\_\_\_ No \_\_\_\_\_

Member of: \_\_\_\_\_ Welfare Fund

Member of: \_\_\_\_\_ Health Plan