WHAT TO DO WHEN AN IN-SERVICE MEMBER PASSES AWAY

I. All members of New York State United Federation of Teachers (NYSUT) have a $1,500 accidental death and dismemberment insurance policy. The family should contact and ask for a claim form from:
   NYSUT Member Benefits
   800 Troy Schenectady Road
   Latham, NY 12210-2455  (800) 342-9810
   The family will also need to submit a certified copy of the death certificate to collect the benefit.

II. In addition, all UFT members have a $30,000 decreasing term life insurance policy.

<table>
<thead>
<tr>
<th>AGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 – 39</td>
<td>$ 30,000</td>
</tr>
<tr>
<td>40 – 44</td>
<td>20,000</td>
</tr>
<tr>
<td>45 - 49</td>
<td>15,000</td>
</tr>
<tr>
<td>50 - 54</td>
<td>9,000</td>
</tr>
<tr>
<td>55 – 59</td>
<td>6,000</td>
</tr>
<tr>
<td>60 – 64</td>
<td>4,000</td>
</tr>
<tr>
<td>65 – 69</td>
<td>2,500</td>
</tr>
<tr>
<td>70 and over</td>
<td>1,600</td>
</tr>
</tbody>
</table>

The family should contact and ask for a claim form from:
   UFT Welfare Fund
   52 Broadway – 7th Floor
   New York, NY 10004  (212) 539-0500
   A certified copy of the death certificate must be enclosed with the filled out claims form.

III. Members who are members of the Teachers’ Retirement System have a death benefit as part of the pension system. For an application to claim this benefit the family should contact and ask for a claim form from:
   Teachers’ Retirement System
   55 Water Street
   New York, NY 10041  1-888-8NYCTRS (69-2877)

IV. Paraprofessionals are entitled to a straight $2,500 life insurance policy from the UFT.
   To claim this benefit, the family should write:
   UFT Accounting Department
   52 Broadway – 11th Floor
   New York, NY 10004

continued
V. Many of our members have AFT and NYSUT life insurance policies administered by Marsh Affinity Group Services. If there is a possibility that a member might have life insurance with them, the family should write or call their Customer Service Department at:

Mercer Consumer
12421 Meredith Drive
Urbandale, IA 50398 1-888-386-9788

To request information or ask whether a policy is in effect when writing, be sure to give the exact date of death.

VI. Notify the school personnel secretary. Be sure to request information about the following:

A. Possible pay due
B. Days remaining in the Cumulative Absence Reserve
C. Pro-rated summer pay
D. Personnel Memorandum #38, 1988-89. This memorandum provides information on various agencies to contact and on legal obligations
E. Personnel Memorandum #11: This memorandum provides information on health plans available to survivor on a direct payment basis. Health plan information may be subject to change. The UFT Welfare can provide any new information concerning health benefits for survivors of a deceased member. Inquire about a plan called COBRA, which allows the purchase of health and welfare benefits.

VII. Notify the Social Security office. There may be survivors’ benefits.
(Contact your local office or call 1-800-772-1213).

VIII. Call the UFT Legal Plan Attorneys at 212-331-6325

IX. It may be advisable to speak with a personal attorney, tax consultant and family insurance agent.

X. If you have any further questions, please call a UFT Pension Consultant at 212-598-9536.