WHAT TO DO WHEN A RETIREE DIES

I. Things You Should Have
   a. Collect all relevant papers and documents. This includes wills, insurance policies, annuities, deeds, statements of ownership, bills and loans.
   b. Originals or copies of death certificates are needed for most agencies you need to notify; e.g. NYC Teachers’ Retirement System, Social Security, etc.

II. Health and Welfare Coverage
   The federal Consolidated Omnibus Budget Reduction Act – COBRA, Public Law 99-272, Title X – requires the New York City Employee Benefits Program to offer the opportunity for a temporary extension of group health and welfare coverage. This continuation coverage pertains to ALL health benefits, including optional benefits and Welfare Fund benefits. The rates charged for continuation coverage are 102% of the group rates for a surviving spouse/domestic partner/dependents.

   Under COBRA, the spouse/domestic partner or dependent child has the responsibility to notify the Employee Benefits Program and the UFT Welfare Fund within 60 days of the death of the retiree, divorce, legal separation, or a child losing dependent status. Notification should be sent by certified mail to:

   NYC Employee Benefits Program
   Attention: COBRA
   22 Cortlandt Street, 12th Floor
   New York, NY 10007  212-513-0470

   UFT Welfare Fund
   Attention: COBRA
   52 Broadway – 7th floor
   New York, NY 10004  212-539-0500

III. Retirement Allowance
   a. Return the last check received after the death of the retiree. The Retirement System will return to the beneficiary the pro-rated amount due for the days prior to the member’s death.
   b. Send an original death certificate to the Teachers’ Retirement System, which will begin procedures to notify the beneficiary (ies) if the retiree had selected an option when he/she retired. Send the information to the address below:

   NYC Teachers’ Retirement System
   55 Water Street
   New York, NY 10041  888-8NYCTRS (69-2877)

IV. Welfare Fund
   The Welfare Fund extends coverage to the surviving spouse/domestic partner/dependents for an additional three months beyond the month the member dies.

V. SHIP
   SHIP coverage terminates upon receipt of death certificate. If any refunds are due, same will be processed automatically. Spouse/domestic partner may purchase SHIP COBRA coverage for the maximum statutory 36-month period from the date of the qualifying event.

   UFT SHIP
   52 Broadway – 17th floor, New York, NY 10004  212-228-9060

continued
VI. Reimbursements
   a. Medicare, Part B.
      If the retiree and/or the spouse/domestic partner were Medicare-eligible and paid for Medicare, Part B, the surviving spouse/domestic partner/dependents or estate would be eligible for the reimbursement up to the date of death of the retiree. Write a letter to:
      City of New York/ Health Benefits Program
      22 Cortlandt Street
      12th Floor, Medicare Unit
      New York, NY  10007

   b. Optional Rider Reimbursement
      The surviving spouse/domestic partner/dependents are eligible for the reimbursements of the optional rider up to the date of death of the retiree. Contact:
      UFT Welfare Fund
      52 Broadway – 7th Floor
      New York, NY  10004  212-539-0500

VII. UFT Legal Plan
   Call the UFT Legal Plan Attorneys at 800-832-5182

VIII. NYSUT Policies
   Please contact NYSUT Members Benefits at 800-626-8101 if you participate in a NYSUT benefit plan (i.e. life, long-term care, catastrophic).

IX. Social Security Administration (Contact your local office)
   a. Return the check received after the death of member. Social Security does not reimburse any part of the check.
   b. Only the spouse may apply for $255 toward burial from Social Security.
   c. Send a death certificate.

X. Veterans Administration (Contact your local office)
   a. Reimbursement of up to $150 toward a purchased cemetery plot.
   b. All other veteran benefits the member may have been entitled to.

XI. Please send a copy of the Death Certificate to:
   UFT Membership Department
   52 Broadway – 11th floor
   New York, NY  10004  212-598-6855

XII. UFT-RTC
   If you have any further questions please contact:
   UFT-RTC Pension Department
   52 Broadway – 17th floor
   New York, NY  10004  212-598-9536