Stamford Public Schools
EXCELLENCE IS THE POINT.

# Death of Spouse or Dependent Child Checklist

**Health, Dental, and Prescription Drug Benefits**

**If Maintaining SPS Coverage:**

- ☐ Within 30 days of death, submit enrollment change form to remove deceased family member from your benefits.
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

**If Losing Other Coverage**

- ☐ Within 30 days of death, submit enrollment forms to Benefits Administration Office if you have lost coverage due to death of your spouse and you want to elect coverage through Stamford Public Schools
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

**Supporting Documentation**

- ☐ Copy of official death certificate

**Life & Accident Insurance**

- ☐ If additional life insurance coverage is wanted: Within 30 days of death of spouse or dependent child, submit application and evidence of insurability form to purchase additional insurance coverage. Life insurance policies are not guaranteed and are subject to evidence of insurability.
- ☐ **Update beneficiary designations.**
  **For Teachers and Admin:** Stamford Public Schools Beneficiary Form and TRB Life Insurance Beneficiary Form
- ☐ **For Paraeducators and Security:** Stamford Public Schools Beneficiary form and Pension Beneficiary Form
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

**403b & 457 Retirement Plans**

- ☐ Contact investment provider to update beneficiary designations

**Flexible Spending Accounts**

- ☐ **Enroll or make changes in health care and dependent day care flexible spending accounts within 30 days from the date of death**
- ☐ Obtain forms online at www.stamfordpublicschools.org. Click on Staff, then Benefits, then Benefits Forms and Applications.

**Questions**

- ☐ Enrollment – 977-4773

The onus is on the employee to check their Paystub.
Please check that the deducted amount is accurate