



Step by Step Guide

When an Employee/Retiree Passes Away

BENEFITS ADMINISTRATION

Benefits Administration wants to extend our deep condolences to you and your family. Below you will find information that will help guide you through the process of reporting the death of an LAUSD employee or retiree and applying for any potential death benefits.

HEALTH BENEFITS

Health benefits are tied to the employee/retiree; hence, benefits will end the month the employee/retiree passes away. If you are a surviving spouse or dependent, you can continue coverage at your own expense under COBRA or AB528 plans. To receive an enrollment package, you must notify the District within 60 days. When notifying, you will need the name of the deceased, the employee ID number/social security number, and a copy of the death certificate.

- If an **employee** passes away, please notify the **Payroll Administration at (213) 241-2570**.
- If a **classified retiree** passes away, please contact the **Personnel Commission at (213) 241-6300**.
- If a **certificated retiree** passes away, please contact **Human Resources at (213) 241-5100**.
- If a **certificated administrator retiree** passes away, please contact **Human Resources at (213) 241-6365**.
- If a **dependent** passes away, please email **Benefits Administration at benefits@lausd.net**.

For COBRA and AB528 information, please visit the Benefits Administration [COBRA](#) page.

FLEXIBLE SPENDING ACCOUNTS (FSA)

If an employee had an FSA account, surviving spouses/dependents can file claims for services and expenses rendered while the employee was still alive. Services and expenses rendered after the employee's death do not qualify for reimbursement. Any reimbursement balance may be transferred to a bank account. For assistance filing a claim or transferring balances, please contact TASC customer care. Please review the [Employees – Flexible Spending Accounts](#) page for information on FSA accounts. FSAs are not applicable to retirees.

- ☐ **Contact TASC at (800) 422-4661**

DEFERRED COMPENSATION PLANS

If an employee/retiree had a 457(b) and/or a 403(b) plan, the identified beneficiary should contact the appropriate provider below. For more information about each plan, please visit the [Employees – Deferred Compensation Plans](#).

- ☐ If the employee was enrolled in 403(b), **contact TSACG at (888) 796-3786**
- ☐ If the employee was enrolled in 457(b), **contact Voya at (844) 525-2873**

LIFE INSURANCE

All eligible active employees automatically receive \$20,000 basic life insurance coverage. Some employees/retirees may have elected optional life insurance for themselves and their dependents. The identified beneficiary should contact Securian to file a claim. For more information, please visit the [Employees – Life Insurance](#) page.

- ☐ **To file a claim, contact Securian at (888) 658-0193**

