

Death Claim Process

Local Government and Local Education Agencies

If the decedent is an employee:

The Agency Benefits Coordinator (ABC) should key the date of death in Job Data and use action “Termination” and reason “X-Benefits Employee Death.” This action will terminate benefits in Edison.

No form or death certificate is required to be submitted to Benefits Administration because our office does not file any type of life insurance claim.

If the decedent is a dependent:

The ABC should complete an Insurance Cancel Request form and submit along with a copy of the death certificate to Benefits Administration for termination of coverage for the dependent. The employee does not have to sign this form but the ABC does. Both items should be submitted to our office together via Zendesk or by fax.