

CHECKLIST FOR SURVIVING FAMILY MEMBERS

The following list is intended as a guide for surviving family members of City employees in settling the estate of a deceased City employee. It should not be assumed that this is a complete list or that all items apply in all cases. In the event the surviving family members are in need of immediate cash assistance, contact the employee's union and inquire about the possibility of cash assistance until death benefits are received.

- Los Angeles City Employees Retirement System (LACERS)** – Contact the Retirement Services Division/Survivor Benefits Section at (800) 779-8328, 202 W. First Street, Suite 500, Los Angeles, CA 90012, to make arrangements for any cash refund or pension due. For more information, visit www.lacers.org. In order to expedite the process, you should bring the following documents:
 1. **Surviving Spouse** – You will be required to furnish a certified copy of the Death Certificate, a Marriage Certificate, dissolution papers for all prior marriages, your Social Security Number, and your Birth Certificate.
 2. **Minor Children** (no surviving spouse) – You will be required to furnish a certified copy of the Death Certificate, copy of Birth Certificate(s), Social Security Numbers, and guardianship papers.
 3. **Other Beneficiaries** – You will be required to furnish a certified copy of the Death Certificate and your Social Security Number.
 4. **Family Death Benefits** – You will be required to furnish copy(s) of Birth Certificate(s) and Social Security Number(s) for any minor children (under age 18).

NOTE: If the death occurred in Los Angeles County, contact the Recorder's Office at 800-201-8999 and press 1. For more information, visit <https://www.lavote.gov/home/recorder>.

- Employee and Family Assistance Program (EFAP)** – The EFAP service provider will provide up to five free counseling sessions per issue for employees and their family members, to help resolve any personal problems that may be affecting their emotional well being and/or work performance. Contact Optum at (800) 213-5813 for more information or visit www.liveandworkwell.com (access code: CityofLA). Dependents have EFAP coverage through the end of the month in which their medical benefits expire.
- Personal Effects** – Contact the employee's supervisor at his/her work site to make arrangements for picking up any personal effects, and returning any City property (e.g. keys, ID Card, etc.). If you do not know the employee's immediate supervisor's name, please contact the employee's department.
- Social Security** – While City employees do not pay into Social Security, the survivor may be entitled to Social Security benefits due to prior employment. Check with the Social Security office nearest your home to determine if there are any benefits available. Visit www.ssa.gov or call (800) 772-1213.

- Final Pay Checks** – Contact the Paymaster in the Disbursement Division of the Controller’s Office at (213) 978-7480, located at 200 N. Main Street, City Hall East, Room 341, Los Angeles, CA 90012, in order to make arrangements to obtain any cash or pay checks due to the employee. It is most helpful to bring a recent paycheck stub.

- Employee Benefits Division, Personnel Department** – 200 N. Spring Street, Room 867, City Hall, Los Angeles, CA 90012:
 - **LAwell Benefits Health, Dental, and Vision Insurance** – Contact the COBRA Insurance Coordinator at the (213) 978-1631 to continue, if desired, any family health, dental, or vision insurance which had been carried by the employee.
 - **LAwell Benefits Life Insurance** – Contact the Life Insurance Coordinator at (213) 978-1631, to determine the amount of life insurance benefits payable.
 - **Deferred Compensation/Pensions Savings Plan** – The Deferred Compensation Plan is a voluntary supplementary retirement savings program available to full-time and half-time employees. The Pension Savings Plan is a mandatory retirement savings plan for part-time, temporary, or seasonal employees. To determine if (a) a deceased employee had an account with either Plan and (b) you are a named beneficiary on the account, please contact Voya at (844) 523-2457 for the Deferred Compensation Plan or ICMA-RC at (800) 669-7400 for the Pension Savings Plan.
 - **Commute Options & Parking** – The deduction codes #3A, #3B, #3V, #34 or #35 will appear on the employee’s check stub if he/she had a parking permit or was part of a van pool. Contact a Commute Options & Parking representative at (213) 978-1655 to check for deductions that need to be stopped or to return a parking permit.

- If the following deduction code numbers appear on the employee’s check stub, contact the appropriate unions, employee associations/clubs, fraternal organizations, etc., of which the employee may have been a member to determine if there are any death benefits payable.
 - **All City Employees Benefit Service Association (ACEBSA)** – The deduction code #64 will appear on the employee’s check stub if he/she was a member. Contact (213) 485-2485, located at 201 North Los Angeles Street, Suite 15 and 17, Los Angeles Mall, Los Angeles, CA 90012. The employee may have additional insurance coverage or other benefits. Visit www.acebsa.org for more information.
 - **City Employees Club of Los Angeles (formerly LACEA)** – The deduction code #41 will appear on the employee’s check stub if he/she was a member. Contact (800) 464-0452, located at 120 W. 2nd Street, Los Angeles, CA 90012. The employee may have additional insurance coverage or other benefits. Visit www.cityemployeesclub.com for more information.
 - **Los Angeles Federal Credit Union (LAFCU)** – The deduction code #81 will appear on the employee’s check stub if he/she was a member. Contact Member Services of the Los Angeles Mall Branch at (877) MY LAFCU (695-2328), 201 N. Los Angeles Street, Space 201,

Los Angeles, CA 90012 to check on possible accounts, loans, or shares the employee may have had. If it is more convenient, you may contact the Culver City, Gardena, Glendale, or Van Nuys branches. Visit www.lafcu.org for more information.