
 Corrections and Community Supervision DIRECTIVE	TITLE Processing Employee Death Benefits		NO. 2210
			DATE 12/01/2020
SUPERSEDES DIR. #2210 Dtd. 07/15/2015	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

I. DESCRIPTION: In the event of the death of an employee in active State service, the decedent's beneficiary or estate is entitled to certain benefits. This directive provides information about responsibility for notification.

II. PROCEDURE

- A. Personnel Office: When notified of an employee's death, the Personnel Office at the correctional facility for facility staff or Central Office Personnel for Central Office, Community Supervision, and Board of Parole employees shall:
1. Enter the appropriate transaction on the computerized NYS Electronic Personnel System (NYSTEP);
 2. Send a letter to the decedent's family;
 - a. Include the booklet, Information for Survivors, which describes State and non-State related benefits that may be available to the decedent's family, as well as information regarding continuation of insurance for dependents;
 - b. Explain specific benefits available to decedent's dependents;
 - c. Request the survivor to complete two copies of [Form #AC-934](#), "Next of Kin Affidavit," and to return them to the Payroll Unit at the facility or the Central Office Payroll Office; and
 - d. Request the decedent's family to obtain a certified copy of the death certificate and forward it to the Personnel Office at the facility or the Central Office Bureau of Personnel. Forward a copy to the Payroll Office for processing with [Form #AC-1476-P](#), "Report of Check Exchange."
 3. Notify the Payroll Unit to make appropriate accounting of wages due to the decedent;
 4. If the death occurred as the result of the performance of the decedent's duties, notify the Central Office Bureau of Personnel. In addition, Form #C-2, "Employer's Report of Injury," must be completed by the Personnel Office and forwarded to Central Office Bureau of Personnel (refer to Section II-B for more information);
 5. Return personal effects, other than un-cashed checks, to the survivor and inquire as to any official material that may be in their possession;
 6. Contact the NYS Employees' Retirement System to notify them of the employee death. In addition, complete [Form #RS-6082](#), "Notification of Death," and forward it to the NYS Employees' Retirement System, Survivor's Benefit Program;

7. Determine if the decedent was a member of CSEA, PEF, NYSCOPBA, or Council 82 and notify the appropriate organization of the employee's death; and
 8. If the decedent was Management/Confidential, determine if group life insurance was carried.
 - a. If "Yes," request an M/C Life claim form from the Department of Civil Service.
 - b. In correspondence with the survivor, indicate that the completed form and a certified copy of the death certificate must be submitted to:
New York State Department of Civil Service
Employees Benefits Division
M/C Life
Empire State Plaza, Agency Building 1
Albany, New York 12239
- B. Central Office Bureau of Personnel: If an employee death has resulted from performance of duties, the Central Office Bureau of Personnel shall:
1. Notify the State Labor Department within 24 hours, then notify the State Insurance Fund;
 2. Upon receipt of a completed Form #C-2, "Employer's Report of Injury," from a local Personnel Office, review the report of the incident surrounding the employee's death, the names of witnesses, etc.; and
 3. If the death occurred as the result of personal injury sustained in the line of duty and if the employee meets the Bureau of Justice Assistance's definition of a "Public Safety Officer," contact the Bureau's Public Safety Officers' Benefits Program Office in Washington to obtain necessary claim forms and information regarding this program online at <https://www.psob.gov/> or by phone (1-888-744-6513).