

NEW YORK CITY BOARD OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

PERSONNEL MEMORANDUM NO. 25, 1996-1997

JANUARY 6, 1997

TO: PRESIDENTS OF COMMUNITY SCHOOL BOARDS, ALL SUPERINTENDENTS, EXECUTIVE DIRECTORS, HEADS OF OFFICES, PERSONNEL DIRECTORS, PRINCIPALS OF ALL DAY SCHOOLS, SCHOOL SECRETARIES, UFT DISTRICT REPRESENTATIVES AND CSA DISTRICT CHAIRPERSONS

FROM: HOWARD S. TAMES *Howard S. Tames*
EXECUTIVE DIRECTOR

RE: INFORMATION FOR SURVIVORS OF A DECEASED PEDAGOGICAL OR ADMINISTRATIVE EMPLOYEE (REVISED DIRECTORY)

This memorandum is a revision of Personnel Memorandum No. 38, 1988-89 for survivors of a deceased employee. The material has been updated with current information provided by the various organizations and agencies with responsibility in the areas of concern.

This directory should be a valuable source of information to survivors or executors designated to handle the estate of a deceased employee. Upon the death of a staff member, it is recommended that a copy of this guide with identifying information completed by the timekeeper or payroll secretary be sent to the survivor or executor, preferably by Certified Mail. Return Receipt Requested, and that the signed receipt be retained in the official files of the concerned office for a period of seven years.

Please Note: The completed guide should not be sent to 65 Court Street.

Inquiries about this publication, suggestions on further changes and requests for additional information should be directed to:

Sheldon D. Hychman
Division of Human Resources
65 Court Street (Room 504)
Brooklyn, New York 11201
Telephone: (718) 935-5878

HST/SDH/sdh

1. Salary Checks

It can be determined from the timekeeper/payroll secretary at the decedent's work location as to whether any monies are due for services rendered immediately prior to death.

The Bureau of Pedagogic Compensation - (14th floor) for pedagogical employees and the Bureau of Non-Pedagogic Compensation - (10th floor) for administrative employees at 65 Court Street, Brooklyn, New York will issue a pay order for release of the check by the Office of Payroll Administration located in Room 200, Municipal Building, Centre and Chambers Streets in Manhattan (Telephone: Ms. Patricia Downey at (212) 669-4628). The check will be disbursed on receipt of the pay order together with either of the following documents:

- a) Surrogate's Court Certificate of Letters of Testamentary, if the deceased left a will, or
- b) Certificate of Letters of Administration, if a will was not left by the deceased.

These documents may be obtained from the Surrogate's Court in the county of residence of the deceased as listed below:

<u>New York:</u>	31 Chambers St., New York, NY 10007, Telephone: (212) 374-8239
<u>Bronx:</u>	851 Grand Concourse, Bronx, NY 10451, Telephone: (718) 590-3618
<u>Kings:</u>	2 Johnson St., Brooklyn, NY 11201, Telephone: (718) 643-5262
<u>Queens:</u>	88-11 Sutphin Boulevard, Jamaica, NY 11435, Telephone: (718) 520-3132
<u>Richmond:</u>	18 Richmond Terrace, Staten Island, NY 10301, Telephone: (718) 390-5400
<u>Nassau:</u>	262 Old Country Road, Mineola, NY 11501, Telephone: (516) 571-2084
<u>Suffolk:</u>	County Center, Riverhead, NY 11901, Telephone: (516) 852-1745
<u>Westchester:</u>	Court House, 111 Grove St., White Plains, NY 10601, Telephone: (914) 285-3712

If there is no estate subject to probate or no will, a copy of a paid bill for mortuary services and a death certificate may be presented instead of the Surrogate documents.

If it is ascertained at the employee's work location that the amount of the salary check is \$2,000 or more, the Office of Payroll Administration will require a tax waiver which may be secured by contacting the New York State Department of Taxation and Finance at 1-800-CALL TAX.

2. Benefits Accruing From Membership in a Pension System

Upon the death of an employee, the Board of Education notifies the appropriate retirement system to disburse whatever benefits should accrue to the designated beneficiary or estate. Any questions that the beneficiary may have regarding these benefits should be directed to that retirement system.

3. Blood Program (City Donor Corps)

If the employee was enrolled in the City Donor Corps, the surviving spouse is entitled to blood program benefits until the end of the membership year (November 1) in which the death occurred. The Bureau of Health and Welfare, 65 Court Street, Room 301, Brooklyn, New York 11201, Telephone: (718) 935-2828, should be notified in order that the necessary arrangements can be made for continued coverage.

4. Health Insurance

If the employee was enrolled in the Board of Education Health Insurance Program and the survivor was insured on the policy as a dependent, that dependent will be offered COBRA continuation privileges at 102% of the Board of Education's cost. (A COBRA application should be sent to the survivor by the timekeeper/payroll secretary of the employee's work location noted above.)

COBRA coverage may be purchased for a maximum of 36 months and is identical to the coverage provided when the employee was alive.

5. Social Security

If the employee was covered by Social Security, the local Social Security District Office may be contacted about survivor benefits including those for dependent children.

6. Union Affiliation

If the employee was a member of an employee organization or labor union, inquiry should be made about any possible benefits deriving from such membership. Information on such membership can be obtained from the employee's work location noted above.

a) Pedagogical Supervisors

Council of Supervisors and Administrators
16 Court Street
Brooklyn, New York 11241
Telephone: (718) 852-3000 Welfare Fund: (718) 624-2600

b) Teachers and Educational Paraprofessionals

United Federation of Teachers
260 Park Avenue South
New York, New York 10010
Telephone: (212) 777-7500 Welfare Fund: (212) 539-0500

c) School Aides, Lunch Helpers, Family Paraprofessionals, Community Center Attendants, Film Inspection Assistants

DC 37, Local 372
125 Barclay Street
New York, New York 10007
Telephone: (212) 815-1000 Welfare Fund: (212) 815-1234

d) Security Guards

Teamster Local 237 Welfare Fund
216 West 14th Street
New York, New York 10011
Telephone: (212) 924-7220

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e) District Business Managers, District Business Officers and Principal Administrative Associates

Communications Workers of America, Local 1180
6 Harrison Street
New York, New York 10013-2898
Telephone: (212) 226-6565 Welfare Fund: (212) 966-5353

f) Custodians and Custodian Engineers

AFL-CIO, Local 891
Gerald McDonald, Welfare Chairman
Public School 194
242 West 144th Street
New York, New York 10030
Telephone: (212) 234-7888

(N.B. - This list is NOT exhaustive)

7. Welfare Fund

Most employees of the Board of Education are eligible for welfare fund benefits. Although union membership is not required, the welfare fund is generally administered by a union. Death benefits are very often provided by the funds and the appropriate welfare fund should be contacted directly for further information. Any questions concerning coverage should be directed to the Bureau of Health and Welfare at (718) 935-2828.

8. Income Tax

Information relating to change in income tax status and methods of reporting the information of the deceased for the tax year can be obtained from your local office of the District Director of Internal Revenue and from the New York State Department of Taxation and Finance.

9. Veterans

If the employee was a veteran, questions relating to burial and cash benefits may be directed to the Department of Veterans Affairs at 1-800-827-1000.

HST/SDH/sdh

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**INFORMATION FOR SURVIVOR OF A DECEASED EMPLOYEE
OF THE BOARD OF EDUCATION**

The following information is provided to assist in settling the affairs of the deceased employee whose name is indicated below. Identification data should be inserted by the Timekeeper or Payroll Secretary before being presented to the survivor.

Identification Data:

Last Name	First Name	Middle Initial
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Position Title: _____ Official Title: _____

Last Home Address On Record: _____

No. Street

City: _____ State: _____ Zip: _____ Telephone: (____) _____

School or Office: _____

Address: _____

Telephone: (____) _____

Contact Person: _____
(Timekeeper/Payroll Secretary)

Name of Retirement System and Membership Number:

File No.: _____ Social Security No.: _____

New York City Teachers' Retirement System - 40 Worth Street, New York, NY 10013
Telephone: (212) 442-5440

Board of Education Retirement System - 65 Court Street - Room 1602, Brooklyn, NY 11201
Telephone: (718) 935-2317

New York City Employees Retirement System - 220 Church Street, New York, NY 10013
Telephone: (212) 442-5138

Contributor to Social Security through The Board of Education Yes _____ No _____

Enrolled in Blood Program (City Donor Corps) Yes _____ No _____

Member of: _____ Welfare Fund

Member of: _____ Health Plan