

Survivor and Beneficiary Benefits Checklist

Please note that employees of NYC Health + Hospitals are covered by a variety of benefits, which are administered by different offices, both within the System and outside. The benefits listed below, are benefits for which your loved one **may have been enrolled in and/or entitled to**, and information on what surviving family members and/or beneficiaries should take to determine eligibility and/or claim the benefits (if applicable), as well as the requirements necessary to initiate payment or continuation of benefits.

Benefit	Source	Documents That May Be Needed	Contact
Health Insurance	<p>If you were a dependent under the deceased's health plan, you may be entitled to continuation of health insurance under COBRA.</p> <p>If the death of the deceased was COVID-19 related, you may be eligible for an extension of health coverage for 45 days from the date of death, and thereafter COBRA.</p>	<p>N/A</p> <p>If COVID related, dependent must complete a Request for 45-Day Extension of Health Benefits Form and submit it, along with a copy of the death certificate, as well as a positive COVID-19 test result, if the death certificate does not list COVID-19 as cause of death, via secure email to: https://nycemployeebenefits.leapfile.net. The Health Benefits Program will process the form and send you a confirmation letter advising you that your coverage has been extended, along with information on available COBRA coverage options, which can be purchased after the 45-day extension period ends. The Request for 45-Day Extension of Health Benefits Form is available on the Health Benefits website at: http://nyc.gov/hbp</p>	<p>HHC Benefits (646) 458-5634 HHCBenefits@nychhc.org</p> <p>For questions about completing the COVID-19 related form, please contact Valerie Berry, NYC Health Benefits representative at 212-306-7342.</p>
Unpaid Salary, Vacation/Sick Time, W-2 Tax Forms	Payroll will release a check for any outstanding pay and W-2 Tax form to the surviving spouse or designated beneficiary, for work performed and vacation/sick time accruals.	Death Certificate, Copy of Paid Funeral Bill, Tax ID Certificate or Social Security Card of each beneficiary, Proof of relationship of beneficiaries to the deceased employee or a combination of the above (i.e., birth certificate, marriage certificate. Note, if multiple beneficiaries, a consent form from each beneficiary giving consent for payment to be paid to only one beneficiary).	Payroll Shared Services 646-694-7777 PayrollInquiries@nychhc.org
Pension – NYCERS	New York City Employees' Retirement System (NYCERS)	Death Certificate, Copy of Paid Funeral Bill, Tax ID Certificate or Social Security Card of each beneficiary, Proof of relationship of beneficiaries to the deceased employee or a combination of the above (i.e., birth certificate, marriage certificate. Note, if multiple beneficiaries, a consent form from each beneficiary giving consent for payment to be paid to only one beneficiary).	NYCERS' Call Center (347) 643-3000 www.nycers.org Covid-19 Message: https://www.nycers.org/covid-19 Fax: (347)643-3884
Dental, Vision, Basic Life Insurance, etc.	Management Benefits Fund (MBF)	Same as above	Claims for MBF Basic Life Insurance, please call 212-306-7290; if outside NY, call 800-400-0623. MBF Link: https://www1.nyc.gov/site/olr/mbf/mbfhome.page Note, Group Universal Life Insurance (GUL) is insured with Prudential Insurance Company of America. Please contact Prudential at 800-562-9874.
Union – Dental Vision, etc.	Union/Welfare Fund	Same as above	Please contact the Union directly
Tax Deferred Arrangement (403b) Plan	Prudential	Same as above	Prudential TDA Call Center (855) 444-2832 www.prudential.com/nyhealthandhospitals
New York City Deferred Compensation Plan (401k/457)	NYC DCP	Same as above	NYC Deferred Compensation Plans (212) 306-7760 https://www1.nyc.gov/site/olr/deferred/dcp/home.page
Municipal Credit Union (MCU)	MCU	Same as above	Municipal Credit Union (212) 238-3300 www.nymcu.org
Executive Group Term Life Insurance	NY Life Insurance, formerly known as CIGNA Group Insurance	Please contact NY Life insurance company directly for required documents	For Claims, call NY Life Insurance at 1-800-423-1282