<Month, Day, Year>

Mr./Mrs. <last name>

Street Address

Topeka, KS 66605

Dear Mr./Mrs.<last name>,

The <agency> is deeply saddened at your <husband’s, wife’s, etc.> passing.

While words are so often inadequate, we hope that you will accept our expression of sorrow.

As you know, by being a <agency> employee, <first name of employee> enjoyed many benefits, some of which are provided to the survivors. I have enclosed a list that briefly states the different agencies that process these benefit claims and corresponding time frames for application.

If I can be of any assistance in these matters, please contact me at your earliest convenience.

With deepest sympathy and respect,

<name, HR Director>

<Division/Bureau/Section>

Enclosure

BENEFICIARY INFORMATION

This information has been prepared for you in order to aid you in applying for some of the survivor’s benefits the deceased and the <agency> have provided to you.

***THE KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)****.* KPERS manages several benefit programs for state employees. These include Retirement Benefits, Group Life Insurance, and Optional Group Life Insurance. Upon the death of a <agency> employee, Human Resources notifies KPERS. A KPERS representative will make contact with the beneficiary. Questions may be directed to KPERS, Death & Disability Unit, at 785-296-6166.

**Retirement System**: KPERS will notify the employee's beneficiary in writing of the available benefits and claim procedures.

**Group Life Insurance**: Benefits provide 150% of the employee's annual rate of compensation.

**Optional Group Life Insurance**: If the employee elected to be covered by the Optional Group Life Insurance Program, additional benefits will be provided.

IMPORTANT: It is the beneficiary's responsibility to make application for benefits to KPERS within two (2) years of the date of death. To apply, you will need to provide a certified copy of the death certificate, and if applicable, you may need to provide a marriage certificate, and birth certificates for each child under age 18.

**Deferred Compensation**: This is a voluntary 457 Retirement Plan. Employees may choose to participate in this voluntary supplemental retirement program. The current administrator of the program is ING Financial Services. A Topeka representative may be reached at 785-296-8551.

***PAYROLL ISSUES****:* Most employees receive their pay utilizing electronic deposits to checking and or savings accounts. It is important that these accounts remain open until the final pay transfer is received. This could take up to six (6) weeks.

***SOCIAL SECURITY****:* Survivor benefits are based on the wage history of the deceased. You should contact the nearest Social Security office for information about benefits and application deadlines.

IMPORTANT: No benefits are awarded unless dependents apply for them. If applying for spouse and children's benefits, copies of marriage certificate and birth certificates are required.

***OTHER INSURANCE****:* There may be other insurance or group coverage for which you may be entitled to receive benefits. You should review all organization memberships, credit card applications, and bank accounts for group coverage. It is important to remember that the over-whelming number of organizations that provide this type of coverage place the responsibility upon you to apply for the benefits.