



What to Do When a Foreign Service Retiree or Survivor Dies

1. **Foreign Service Annuity:** Notify the Department of State's Human Resources Service Center in Charleston, S.C. at (866) 300-7419 (toll free) or 1-843-308-5539 (from outside the U.S.) between 8 am and 5 pm Eastern time, Monday through Friday or at HRSC@state.gov. HRSC will ask the survivor to provide documentation, including a death benefits claim form and a certified copy of the death certificate. HRSC will take the following steps:

- Immediately terminate the deceased person's annuity.
- Initiate a survivor annuity within 45 days of receiving the required documentation (complicated cases can take up to three months).
- Continue Federal Employees Health Benefits (FEHB) for eligible survivors.

2. **Life Insurance:** File a claim for Federal Employees Group Life Insurance (FEGLI) benefits, if applicable, after HRSC notifies the Office of Personnel Management of the death. OPM will send the designated beneficiary a claim form and instructions. Required documentation includes a certified copy of the death certificate. The claim form requires the annuitant's CSI number which can be found on the insurance certification document the annuitant received from OPM after retirement or by contacting the HRSC. For more information, go to www.OPM.gov and click on "Insurance" then on "Life Insurance" and then on "Death Claims."

3. **Thrift Savings Plan:** File a claim for TSP benefits, if applicable, by calling (877) 968-3778 (toll free) or 1-404-233-4400 (from outside the U.S.) between 7 am and 9 pm Eastern time, Monday through Friday. Required documentation includes a TSP-17 claim form and a certified copy of the death certificate.

4. **Social Security:** Notify the Social Security Administration by authorizing the funeral home to do so or by calling SSA at (800) 772-1213. The SSA will determine if benefits are due.

5. **Long Term Care Insurance:** If you are a surviving spouse with a Federal Long-Term Care Insurance Program (FLTCIP) whose premiums were deducted from the Foreign Service retiree's annuity, then call the BENEFEDS Customer Service Center at (877) 888-3337 to arrange for premiums to be deducted from your survivor annuity.

6. **FEDVIP:** If you are a surviving spouse with dental and/or vision insurance coverage under the Foreign Service retiree's Federal Employees Dental and Vision Insurance Program (FEDVIP) policy, then call the BENEFEDS at (877) 888-3337 to arrange for premiums to be deducted from your survivor annuity.

7. **AFSA:** Notify AFSA at member@afsa.org. If you would like an obituary to appear in The Foreign Service Journal, email journal@afsa.org. AFSA's Counselor for Retirees Dolores Brown is available to answer questions about the processes described above. She can be reached at brown@afsa.org or (202) 944-5510.