

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PD-42 (rev. 1), “LINE OF DUTY DEATHS”
OCTOBER 1, 2019
TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NUMBER</u>
<u>AUTHORITY</u>	1
<u>APPLICABILITY</u>	1
<u>EMPLOYMENT AT WILL CLAUSE</u>	1
<u>POLICY STATEMENT</u>	1
<u>DEFINITIONS</u>	1
<u>PROCEDURES</u>	
I. Line of Duty Death Notification	2
A. Notification of Death	2
B. Notification to the State Office of Risk Management	2
C. Notification to the Employees Retirement System of Texas	3
II. Financial Assistance to Eligible Survivors of Custodial Officers	3
III. Benefits for Survivors of Non-Custodial Employees	4
IV. Additional Benefits	4

Attachment A: Additional Benefit Information for Line of Duty Deaths (10/19)



**TEXAS DEPARTMENT
OF
CRIMINAL JUSTICE**

NUMBER: PD-42 (rev. 1)
DATE: October 1, 2019
PAGE: 1 of 15
**SUPERSEDES: PD-42
June 1, 2018**

EXECUTIVE DIRECTIVE

SUBJECT: LINE OF DUTY DEATHS

AUTHORITY: Tex. Gov't Code §§ 493.001, 493.006(b), 615.001–.123; 28 Tex. Admin. Code § 45.10 (Tex. Dep't of Insurance, Div. of Workers' Compensation, Employer's Report of Injury and Disease); 37 Tex. Admin. Code § 151.51 (Tex. Dep't of Criminal Justice, Custodial Officer Certification and Hazardous Duty Pay Eligibility Guidelines); BP-02.08, "Statement of Internal Controls"

APPLICABILITY: Texas Department of Criminal Justice (TDCJ)

POLICY:

The TDCJ establishes guidelines to ensure that survivors of a custodial officer or non-custodial employee who dies in the line of duty are aware of the benefits to which they may be entitled.

DEFINITIONS:

The below terms are defined for the purpose of this policy and are not intended to be applicable to other policies or procedures.

"Beneficiary" is a person designated by the employee to receive specific death benefits.

"Benefits Coordinator" is a designated employee within the Employee Services section of the Human Resources (HR) Division who is responsible for working with survivors to ensure that survivors are aware of all benefits to which they may be entitled.

"Custodial Officer" includes correctional officers, parole officers, chaplains, and any employee designated as hazardous duty code 1, 2, 3, 4, 6, 7, or 9 by the Texas Board of Criminal Justice, in accordance with PD-85, "Custodial Officer Certification, Hazardous Duty Pay, and Longevity Pay."

“Eligible Survivor” includes the custodial officer’s surviving spouse; a surviving child, if there is no surviving spouse; or a surviving parent, if there is no surviving spouse or child.

“Employee” means a custodial officer or non-custodial employee.

“Employee Services Section” is the section within the TDCJ HR Division that assists with processing and expediting all necessary insurance and workers’ compensation claim forms related to line of duty deaths, and ensures that survivors are aware of all benefits to which they may be entitled.

“Line of Duty” is an action an employee is required or authorized by rule, condition of employment, or law to perform. The term also includes ceremonial or other functions to which the employee may be assigned by the TDCJ and to actions performed as part of required training.

“Line of Duty Death” is the death of an employee as a result of a personal injury sustained in the line of duty.

“Non-Custodial Employee” is an individual employed by the TDCJ on a non-contract basis who is not a custodial officer.

“Personal Injury” is an injury resulting from an external force, an activity, or a disease caused by or resulting from a line of duty incident or an illness caused by line of duty work under hazardous conditions.

“Survivors” are primary family members of the deceased employee, including spouse, children, grandchildren, parents, grandparents, siblings, fiancé, and/or significant other.

PROCEDURES:

I. Line of Duty Death Notification

A. Notification of Death

The unit, department, or regional HR representative shall notify the benefits coordinator regarding the death of an employee who died in the line of duty by generating the Report of Employee Death e-form.

B. Notification to the State Office of Risk Management

The benefits coordinator shall forward the appropriate workers’ compensation documentation to the State Office of Risk Management.

- C. Notification to the Employees Retirement System of Texas
 - 1. The benefits coordinator shall provide notification to the Employees Retirement System of Texas (ERS).
 - 2. The benefits coordinator shall coordinate with TDCJ personnel, the ERS, and appropriate survivors to ensure that all applicable claim forms for benefits are completed no later than 30 days after the employee's death.

II. Financial Assistance to Eligible Survivors of Custodial Officers

Chapter 615 of the Texas Government Code established guidelines for the payment of death benefits to eligible survivors of TDCJ custodial officers. The ERS administers the process of qualification for and payment of death benefits to eligible survivors.

The following benefits from ERS are available to eligible survivors:

- A. A lump sum payment of \$500,000 or the amount designated by the ERS board of trustees for the surviving spouse. If there is no surviving spouse, the lump sum payment will be made in equal shares to the surviving children. If there are no surviving children, the lump sum payment will be made in equal shares to the surviving parents.
- B. Funeral expenses.
- C. A monthly payment to a surviving spouse in accordance with Texas Government Code § 615.121.
- D. A monthly payment for the benefit of a surviving minor child until the child reaches the age of 18.
 - 1. \$400 for one surviving child;
 - 2. \$600 for two surviving children; or
 - 3. \$800 for three or more surviving children.
- E. Entitlement to purchase health, dental, and/or vision benefits for an eligible surviving spouse and surviving children, up to age 26.

III. Benefits for Survivors of Non-Custodial Employees

- A. The survivors of a non-custodial employee are not entitled to benefits under Chapter 615 of the Texas Government Code. However, the survivors of a non-custodial employee who died in the line of duty will receive the same services the TDCJ provides for custodial officers who die in the line of duty.
- B. The survivors of a non-custodial employee who died in the line of duty may be entitled to additional benefits in accordance with Section IV of this directive.

IV. Additional Benefits

The benefits coordinator shall provide information in a timely manner regarding additional benefits to which survivors may be entitled. Most of these benefits are not affiliated with the TDCJ and each benefit has its own set of eligibility criteria and application deadlines. See Attachment A for additional benefit information.

Bryan Collier
Executive Director

Additional Benefit Information for Line of Duty Deaths

Below is a list of potential benefits (not all inclusive) to which you may be entitled. You are encouraged to apply for all of them. If you need assistance with required documentation, you may contact the TDCJ benefits coordinator within the Human Resources Division.

Employees Retirement System – Chapter 615 Benefits

Provider: State of Texas

Summary: The state shall pay a lump sum payment of \$500,000 or the amount designated by the ERS board of trustees to the eligible surviving spouse (HB 3635, 86th Legislature.) If there is no spouse, this amount will be divided equally among surviving children. If there is no eligible surviving spouse or children, the benefit will be paid in equal shares to surviving parents.

Documents Required: Certified Death Certificate; Offense/Investigative Report; Autopsy Report; Toxicology Report; TDCJ Position Description; Sworn Statement from Employee Services Section Director; employee's Birth Certificate; Newspaper Clipping(s); Completed Claim Forms; Marriage License; Copy of Death Certificates for employee and spouse(s) if any marriage(s) ended in death; Sworn Statement from person making the claim (spouse) providing name and Social Security Number of the employee, the date of death, and the name, address, and Social Security Number of the surviving spouse; Sworn Statement from authorized representative of TDCJ that at the time of the fatal injury, the employee was a state employee and employee was on the job and the death was a result of risk or hazard inherent to employee's duties; Affidavits from any witnesses detailing the facts of the fatality; and itemized funeral expenses.

Details & Applicable Instructions: Death benefits are provided for survivors of TDCJ custodial officers. There is a monthly payment paid by the State of Texas to the eligible surviving spouse and minor child until the child reaches the age of 18:

- \$400 each month; if there is one surviving child.
- \$600 each month; if there are two surviving children.
- \$800 each month; if there are three or more surviving children.

Additionally, the state will pay funeral expenses related to the custodial officer, provided the officer had not qualified for an annuity under an employees' retirement plan.

Contact Information:

Phone: (512) 867-7711

Toll Free: (877) 275-4377

Website: www.ers.state.tx.us

Mailing Address:

Texas Employees Retirement System

P.O. Box 13207

Austin, TX 78711-3207

Physical Address:

200 E. 18th Street

Austin, TX 78701

Social Security Benefits

Provider: United States Social Security Administration

Summary: One-time death benefit payment plus monthly death benefits. The surviving spouse must request the lump sum, one-time benefit and may be able to receive full benefits at age 65 if born on or before January 1, 1940 (age gradually increasing to 67 for widows or widowers born January 2, 1940 or later). Reduced benefits may be available as early as age 60.

Documents Required: Marriage Certificate; Certified Death Certificate

Contact Information:

Toll Free: (800) 772-1213

Website: www.ssa.gov

Workers' Compensation – State Office of Risk Management

Provider: State Office of Risk Management

Summary: Amount provided for funeral expenses varies, but shall not exceed \$10,000, and will be paid directly to the funeral home handling the burial arrangements. Income benefits payments will be computed by multiplying the employee's average weekly wage by 75%.

Details & Applicable Instructions: Workers' Compensation shall pay the following death benefits when a custodial officer is killed in the line of duty:

- Will pay up to \$10,000 for funeral expenses which will be paid directly to the funeral home handling the burial arrangements.
- Payment will be computed by multiplying the employee's average weekly wage by 75%.
- If the custodial officer is survived by any minor children, Workers' Compensation will then mandatorily divide the payment, paying a portion each week to the child until the child reaches the age of 18, or marries, or beyond age 18 if disabled, or until the child reaches the age of 25 if full-time student. If there are two or more children, the weekly amount must equally be divided among them.
- At such time as all dependent children become of age or leave home, the surviving spouse will receive a weekly benefit thereafter.
- The surviving spouse will continue to receive the Workers' Compensation Benefit whether or not the surviving spouse chooses to remarry (HB 1094, 84th Legislature). The minor child or children will receive the weekly benefit until reaching the maximum age.
- If the custodial officer was single and had never been married, the parents (if living) or next of kin, if financially dependent upon the officer, are entitled to receive cash settlement under Workers' Compensation.
- Workers' Compensation benefits are calculated based on the custodial officer's average salary for the 13 weeks immediately prior to death.

To file for Workers' Compensation, the custodial officer's survivors, or their representative should contact the Industrial Accident Board. To file the claim, the following information will be needed:

- Full name of the employee and age.
- Social Security Number of the employee.
- Date and time of injury.
- Description of injuries received.
- Date and time of death.
- Exact cause of death.
- Hourly wage rate and weekly wage average of the employee.
- Full name and age of surviving spouse.
- Full names, ages, dates of birth, and marital status of children.
- Date of marriage and copy of marriage certificate.
- Names, addresses, and dates of marriage and divorce or death of previous spouses if the employee was married more than once.
- Copy of the death certificate.
- If the employee was not married, then the name and the address of parents, if living, or next of kin.

Workers' Compensation benefits will begin approximately two weeks after the date of filing.

Contact Information:

Phone: (512) 475-1440

Mailing Address:

State Office of Risk Management
P.O. Box 13777
Austin, Texas 78711

Federal Bureau of Justice Assistance and Public Safety Officers' Benefits (PSOB)

Provider: U.S. DOJ - BJA - Public Safety Officers Benefits Program

Summary: A unique partnership effort of the U.S. Department of Justice; local, state, tribal, and federal public safety agencies; and national organizations, the Public Safety Officers' Benefits (PSOB) Program provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other first responders, and disability benefits to officers catastrophically injured in the line of duty. The amount of the PSOB benefit is \$350,079 for eligible deaths and disabilities occurring on or after October 1, 2017. The educational assistance benefit for each month of full-time attendance on or after October 1, 2017 is \$1,041. The PSOB Office at the Bureau of Justice Assistance is honored to review the nearly 700 claims submitted each year on behalf of America's fallen and catastrophically disabled public safety heroes and their loved ones.

Contact Information:

Toll Free: (888) 744-6513

Email: AskPSOB@usdoj.gov

Website: www.psob.gov

Address:

U.S. DOJ – BJA – Public Safety Officers Benefits Program
810 7th Street NW
Washington, DC 20531

American Federation of Police and Concerned Citizens

Provider: American Federation of Police and Concerned Citizens

Summary: Survivors may be entitled to a one-time benefit as well as the addition of the deceased employee's name to the memorial wall as a lasting tribute.

Contact Information:

Lorie Shepherd

Phone: (321) 264-0911 ext. 123

Website: www.aphf.org

Address:

American Federation of Police and Concerned Citizens
6350 Horizon Drive
Titusville, FL 32780

Combine Law Enforcement Association of Texas (CLEAT)

Provider: Combine Law Enforcement Association of Texas

Summary: Survivors of members may be entitled to \$15,000 in benefits. Additionally, surviving children may be entitled to \$500 scholarships.

Contact Information:

Toll Free: (800) 252-8153

Website: www.cleat.org

Address:

Combine Law Enforcement Association of Texas
400 W. 14th Street, Ste. 100
Austin, TX 78701

Concerns of Police Survivors, Inc. (C.O.P.S.)

Provider: Concerns of Police Survivors, Inc.

Summary: Survivors may be entitled to reimbursement of counseling services, financial assistance, grief seminars, and assistance in attending the National Police Week Conference.

Contact Information:

Phone: (573) 346-4911

Toll Free: (800) 784-2677

Fax: (573) 346-1414

Email: cops@nationalcops.org

Website: www.nationalcops.org

Address:

Concerns of Police Survivors, Inc.

P.O. Box 3199

Camdenton, MO 65020

C.O.P.S. Scholarship

Provider: Concerns of Police Survivors, Inc.

Summary: Provides educational assistance to surviving families of law enforcement officers killed in the line of duty.

Contact Information:

Phone: (573) 346-4911

Toll Free: (800) 784-2677

Fax: (573) 346-1414

Email: cops@nationalcops.org

Website: www.nationalcops.org

Address:

Concerns of Police Survivors, Inc.

P.O. Box 3199

Camdenton, MO 65020

Correctional Peace Officers Foundation (CPOF)

Provider: Correctional Peace Officers Foundation

Summary: Survivors may be entitled to financial assistance and additional death benefits, as well as round-trip airfare for the surviving spouse and one guest to attend a memorial service.

Contact Information:

Cathy Stokes, Texas Representative

Phone: (936) 222-2044

Toll Free: (800) 800-2763

Fax: (916) 928-0072

Website: www.cpof.org

Address:

Correctional Peace Officers Foundation Headquarters

P.O. Box 348390

Sacramento, CA 95384-8390

Crime Victims' Compensation

Provider: Texas Attorney General Office

Summary: May provide financial assistance up to \$50,000 to victims of violent crime for related expenses that cannot be reimbursed by insurance or other sources.

Contact Information:

Phone: (512) 936-1200

Toll Free: (800) 983-9933

Email: crimevictims@texasattorneygeneral.gov

Website: <https://texasattorneygeneral.gov/cvs/crime-victims-compensation>

Fleetwood Memorial Fund

Provider: Fleetwood Memorial Fund

Summary: The foundation's purpose is to provide virtually instant no-strings-attached grants of \$10,000 to certified Texas Law Enforcement or Fire Protection Personnel who are injured in the performance of their duties or to the families of such personnel who are killed in the performance of their duties.

Details & Applicable Instructions:

Mr. W.I. Fleetwood established the Fleetwood Memorial Foundation in 1974 out of gratitude and respect for the men and women of Texas who dedicate their lives to the safety of the public. These grants are designed to provide immediate financial relief to meet unexpected expenses until insurance or more permanent sources of funds can be arranged. Funds are available for education expenses to re-educate qualified personnel if they are unable to return to their normal duties after an accident. Educational funds for college are also available to the dependent children of employee peace and fire personnel.

The Fleetwood Foundation has provided over 400 grants to qualified recipients totaling nearly \$1,500,000 since inception in 1974. Application for Fleetwood grants may be made by any Texas law enforcement or fire protection agency, on behalf of qualified personnel injured or killed in the performance of their duty.

Contact Information:

Lisa Mund

Phone: (817) 261-8954

Fax: (817) 632-8711

Email: lmund@cfntx.org

Website: www.fleetwoodmemorial.org

Address:

Fleetwood Memorial Foundation

501 South Fielder Rd.

Arlington, TX 76013

Fraternal Order of Eagles

Provider: Fraternal Order of Eagles

Summary: Through their Memorial Foundation, the Eagles provide financial assistance for surviving children of full-time law enforcement officers killed in the line of duty who were also active members of the Fraternal Order of Eagles at the time of their death.

Contact Information:

Phone: (614) 883-2200

Address:

Fraternal Order of Eagles

1623 Gateway Circle

S. Grove City, OH 43123

Health Insurance

Details & Applicable Instructions:

The surviving spouse and surviving dependents may be entitled to continued health insurance benefits provided the deceased employee was “vested” with at least ten years of service prior to the date of death. The surviving spouse and surviving dependents of Texas law enforcement officers killed in the line of duty are entitled to purchase continued health insurance benefits at the rate paid by current employees (ref. SB 872, 81st Legislature). The surviving spouse is entitled to continue to purchase health insurance coverage until the earlier of the date the surviving spouse becomes eligible for federal Medicare benefits.

Surviving dependent minor children are entitled to continue health insurance coverage until the dependent reaches the age of 18 or becomes eligible for group health insurance through another employer.

Surviving dependents who are not minor children are entitled to continue health insurance coverage until the earlier of the date the dependent becomes eligible for group health insurance through another employer; or the date the dependent becomes eligible for federal Medicare benefits.

Survivors may elect to continue coverage at any level of benefits currently offered by the employing entity to dependents of an active employee. Eligible survivors who are entitled to continued coverage are entitled to purchase the coverage at the group rate for that coverage that exists at the time of payment.

Contact Information:

Contact the TDCJ benefits coordinator to continue group health insurance coverage.

Houston 100 Club

Provider: The 100 Club

Summary: Established in 1953, the 100 Club provides financial support to law enforcement officers and state or federal law enforcement officers who are killed in the line of duty in the following counties: Austin, Brazoria, Brazos, Burleson, Chambers, Colorado, Fayette, Fort Bend, Galveston, Grimes, Liberty, Madison, Montgomery, San Jacinto, Walker, Waller, and Washington.

Contact Information:
Phone: (713) 952-0100

Address:
The 100 Club
5555 San Felipe St. Suite 1750
Houston, TX 77056-2733

100 Club of Central Texas

Provider: The 100 Club of Central Texas

Summary: The 100 Club of Central Texas was established in 1983. The Club provides financial, legal, and emotional support to families of law enforcement officers killed in the line of duty. Area of coverage includes Travis, Williamson, Bastrop, Hays, and Caldwell Counties.

Contact Information:
(512) 345-3200

Address:
The 100 Club of Central Texas
3200 Steck Avenue, Suite 240
Austin, TX 78757

International Association of Chiefs of Police

Provider: International Association of Chiefs of Police

Summary: Survivors may be entitled to benefits.

Contact Information:

Amanda Burstein
Phone: (800) 843-4227 ext. 829
Fax: (703) 836-4743
Email: burstein@theiacp.org
Website: www.theiacpfoundation.org

Address:

International Association of Chiefs of Police
44 Canal Center Plaza, Ste. 200
Alexandria, VA 22314

Knights of Columbus Scholarship

Provider: The Knights of Columbus

Summary: Scholarships are available to children of members of the Order who, as a result of criminal violence, lost their lives or became totally and permanently disabled while in the lawful performance of their duties as full-time law enforcement officers.

Contact Information:

(909) 343-0460

Address:

The Knights of Columbus
15808 Arrow Blvd. Suite A
Fontana, CA 92335

Military Order of the Purple Heart

Provider: Military Order of the Purple Heart

Summary: Membership restricted to "Purple Heart" recipients. Educational benefits for surviving children are available. (2.75 GPA required)

National Guard

Provider: National Guard

Summary: Survivors of members may be entitled to \$50,000 in benefits.

Contact Information:

Website: www.nationalguard.com

National Law Enforcement Officers Memorial Fund (NLEOMF)

Provider: National Law Enforcement Officers Memorial Fund

Summary: May be entitled to have deceased employee's name added to the memorial wall in Washington, DC as a lasting memorial tribute.

Contact Information:

Phone: (202) 737-3400
Website: www.nleomf.org

Address:

National Law Enforcement Officers Memorial Fund
901 E. Street NW, Ste. 100
Washington, DC 20004-2025

National Rifle Association (NRA)

Provider: National Rifle Association

Summary: The Line of Duty Death Benefit of \$35,000 is paid to the survivor of any current NRA Member, who is a public law enforcement officer and is killed in the line of duty. Coverage is automatic for all law enforcement officers who are NRA members.

Contact Information:
Toll Free: (800) 672-3888

Address:
National Rifle Association (NRA)
11250 Waples Mill Road
Fairfax, VA 22030

Peace Officers' Memorial Foundation (POMF)

Provider: Peace Officers' Memorial Foundation

Summary: Deceased employee may be entitled to have their name added to the memorial wall in Austin, Texas as a lasting tribute.

Contact Information:
Phone: (800) 252-8153
Website: www.pomf.org

Address:
Peace Officers' Memorial Foundation
400 West 14th Street
Austin, TX 78701

TDCJ Payroll

Provider: Comptroller of Public Accounts

Summary: Beneficiary is entitled to the final paycheck for the employee which will reflect time worked. All vacation, overtime, and half of sick leave accruals up to 336 hours will be paid on the first supplemental following a 30-day waiting period.

Contact Information:
Contact the TDCJ benefits coordinator for additional information.

Texas Commission on Law Enforcement (TCOLE)

Provider: Texas Commission on Law Enforcement

Summary: To honor fallen peace officers, the state of Texas provides a Texas flag to the surviving family. Surviving children may be entitled to scholarships for any course of study, without any service or repayment obligation.

Contact Information:
Phone: (512) 936-7700
Website: www.tcole.texas.gov

Address:
Texas Commission on Law Enforcement
6330 E. Highway 290, Ste. 200
Austin, TX 78723-1035

Texas Education Code § 54.351

Provider: U.S. Department of Education

Summary: Dependent children age birth to 17 whose eligible parent has been disabled in the line of duty and dependent children ages 18-20 whose eligible parent has been disabled or deceased in the line of duty. The eligible child must be enrolled in a Texas public college or university prior to age 21. Benefits cannot be received past 26. Must be able to prove the child was claimed as a dependent in the year preceding the death or disability to be eligible.

Texas Education Code § 54.354

Provider: U.S. Department of Education

Summary: The surviving spouse and/or minor children under the age of 18 of certain deceased employees may be entitled to education benefits.

Texas Public Employee Association (TPEA)

Provider: Texas Public Employees Association

Summary: Benefits may be available for survivors of TPEA members.

Contact Information:

Phone: (512) 476-2691

Toll Free: (888) FOR-TPEA (367-8732)

Fax: (512) 476-1338

Email: mail@tpea.org

Website: www.tpea.org

Address:

Texas Public Employees Association

512 E. 11th Street, Ste. 100

Austin, TX 78701

Texas Tax Code, Chapter 11 (SB 15, 85th Legislature)

Summary: Exemption from ad valorem taxation of the residence homestead of a surviving spouse.

Veterans Administration

Provider: U.S. Department of Veterans Affairs

Summary: Many law enforcement officers are veterans of the U.S. Armed Forces and a number of survivor's benefits are available to the spouse and children of an employee veteran. Included in these benefits are: a death pension, funeral expenses, life insurance, and burial plot allowance.

Contact Information:

Toll Free: (800) 827-1000

Website: www.va.gov

Address:

U.S. Department of Veterans Affairs

810 Vermont Avenue, NW

Washington, DC 20420

Required Documentation

Before you can file for various benefits and take care of other financial matters, you will need to collect a variety of documents. The federal government requires **certified copies** of all documents, therefore it is recommended you purchase the number of certified copies listed next to each document. Copies may be made for state and local benefits in many cases.

1. **Certified Death Certificate (20 certified copies):** Your funeral director can order these for you or you can order directly from the county health department or the State Vital Records Office.
2. **Certified Marriage Certificate (3 certified copies):** Available from the county clerk where the marriage license was issued. Bearing the raised seal of the issuing public agency.
3. **Certified Divorce Papers (3 certified copies):** If previously married, divorce decree with custody agreement if applicable. Must bear the raised seal of the court of issuance.
4. **Employee Certified Birth Certificates (3 certified copies):** Available at state and county public records offices.
5. **Surviving Children Certified Birth Certificates (3 certified copies):** For any surviving children, regardless of age or dependency of the employee (includes natural, adopted, and stepchildren). Certificate must identify name of both parents, and bear raised seal of the issuing public agency. Available at either the state or county public records offices where the child was born.
6. **Adoption Certificate for Each Adopted Child (3 certified copies)**
7. **Spouse Certified Birth Certificates (3 certified copies)**
8. **Social Security Card:** Copies of the social security card for the employee, spouse, guardian of surviving dependent children, and surviving dependent children. TDCJ Human Resources Division may have the numbers on file.
9. **Copy of Driver License:** For employee and for surviving spouse.
10. **Military Discharge Papers (2 certified copies):** Available from the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132-5200 (Send it to the attention of the branch in which the employee served).
11. **Investigation, Incident, or Accident Report (5 certified copies):** Available from the Office of the Inspector General.

Required Documentation

12. **Autopsy/Coroner's Report or a Letter Stating One Was Not Performed (5 certified copies)**
13. **Detailed Statement of Circumstances** on employer's letterhead, provided by the TDCJ Human Resources Division.
14. **Workers' Compensation Report "Employer's First Report of Injury or Illness," DWC 1s**
15. **Injury Report:** Will be provided by the TDCJ Administrative Review and Risk Management Division.
16. **Original Will:** The lawyer who wrote the will may have it, or it may be with the personal belongings of the employee or in a safe deposit box. Some banks have special procedures before letting anyone into the safe deposit box.
17. **List of Property:** A complete list of what the employee owned including real estate, stocks, bonds, bank accounts, deeds, and personal property.
18. **Life Insurance Policies:** Identify all life insurance policies purchased through work, professional organizations, or private company. Consider policies that may be granted as a member of a bank, credit union, or other financial institution.
19. **Recent Income Tax Returns:** If you cannot locate a copy of the most recent income tax return, you need to fill out IRS Form 4506. You will need to attach documentation that you are authorized to act on behalf of the employee, such as letters from the probate court.
20. **Funeral Program, Newspaper Article, 100 Club Announcement, and/or TDCJ Announcement**
21. **Send Certified Letter to Texas Education Board** regarding the death of the employee and a list of surviving children who may be eligible for education benefits. A template letter may be obtained from the TDCJ Human Resources Division.
22. **Check with Creditors:** Advise all creditors in writing, including issuers of credit cards, that the employee has died. If you have any loans, find out if they are insured.