



The Loss of a Family Member

In the event that a dependent of yours has passed away, please see the checklist below with recommended steps to take related to your LSS benefits. If you need assistance, please contact your HR Director and/or refer to the LSS Benefits Website at <https://www.LSSBenefits.org>.

Question	Steps	Task/Notes	Check once completed
1. Was this dependent covered under any LSS benefit plan?	If yes, update Workday accordingly.	If the dependent was covered under any LSS benefit policies, you will need to create a "Benefit Change" in Workday to make any changes that are needed to your current benefits (e.g. removal of dependent from coverage, etc.). Making this change will ensure the necessary adjustment to premiums deducted from your paycheck are made. You must complete this within 30 days of the date of death.	
2. Was this dependent covered under a life insurance policy?	If so, contact Christina Ahrens to file a claim.	Christina Ahrens can be contacted at 314-446-2568 or via email at Christina.Ahrens@lssliving.org . Lincoln Financial Group (LFG): at 888-787-2129; Group #: SA3-890-LF0908-01	
3. Was this dependent listed as a beneficiary for your own life insurance plan?	If so, update your beneficiaries in Workday.	Job aides to help you with the Workday process can be found on the LSS Sharepoint site.	
4. Was this dependent listed as a beneficiary for your own retirement benefits?	If so, update your beneficiaries on the AUL OneAmerica website at www.oneamerica.com .	If you need assistance, please contact Michelle Wetter at 314-446-2487, Michelle.Wetter@lssliving.org or Eve Slusser at 314-262-8239, Eve.Slusser@lssliving.org . AUL OneAmerica: 800-249-6269; Plan #: G62205	
5. Do you (or any of your household members) need assistance or support to manage this loss?	If so, contact our LSS Employee Assistance Program (EAP). They offer assistance for dealing with grief and loss, as well as navigating other aspects of dealing with the passing of a dependent.	Contact ComPsych at 866-335-4910 or online at www.guidanceresources.com (WebID: LSSLiving). If you have questions, contact Eve Slusser at 314-262-8239, Eve.Slusser@lssliving.org .	