



## For Family Members of an LSS Employee

In the event that an LSS team member passes away, please see the checklist below with recommended steps to take related to your loved one's LSS benefits. Due to legal restrictions, we may not be able to provide some details but this document should aid you in navigating the process to obtain information you may need. Please contact your HR Director and/or refer to the LSS Benefits Website at <https://www.LSSBenefits.org> for assistance.

Question	Steps	Task/Notes	Check once completed
1. If you were covered on any of their health benefits as a dependent of your loved one, COBRA paperwork will be mailed to your home...	Keep an eye on your U.S. Mail at home for paperwork from WEX related to electing COBRA continuation of health (medical, dental, vision, FSA) insurance.	WEX Health will mail this paperwork within 45 days from the date of your loved one's passing. You will then have 60 days from when you receive the COBRA paperwork to enroll in coverage. COBRA coverage will be effective retroactively back to the day after your coverage ended, and you will have 45 days after your election is made to submit premium payment to WEX Health.	
2. If your loved one had unused PTO (paid time off), that will be paid out on their last paycheck...	Paychecks for both active and former employees are always directly deposited into a bank account.	You will need to contact your loved one's bank for assistance in accessing these funds.	
3. If your loved one listed you as a beneficiary for life insurance...	Please contact LSS' Christina Ahrens to file a claim for the life insurance benefits to be paid.	Christina Ahrens can be contacted at 314-446-2568 or via email at <a href="mailto:Christina.Ahrens@lssliving.org">Christina.Ahrens@lssliving.org</a> . Lincoln Financial Group (LFG): at 888-787-2129; Group #: SA3-890-LF0908-01	
4. If your loved one listed you as a beneficiary for their retirement savings...	Please contact LSS' Michelle Wetter or Eve Slusser to assist you with this process.	Michelle Wetter at 314-446-2487 or via email at <a href="mailto:Michelle.Wetter@lssliving.org">Michelle.Wetter@lssliving.org</a> ; Eve Slusser at 314-262-8239 or via email at <a href="mailto:Eve.Slusser@lssliving.org">Eve.Slusser@lssliving.org</a> . AUL OneAmerica: 800-249-6269; Plan #: G62205	
5. If your loved one had an FSA (flexible spending account), you may be able to still submit some claims....	Please contact WEX Health to submit claims for expenses incurred but not yet reimbursed.	You may complete the claim form & submit in 3 different ways: 1) Submit the form on the portal, via the Mobile App or, 2) E-mail the forms to <a href="mailto:forms@wexhealthinc.com">forms@wexhealthinc.com</a> or, 3) Fax to 866-451-3245. You can also file online at <a href="http://www.DiscoveryBenefits.com/benefitslogin">www.DiscoveryBenefits.com/benefitslogin</a> . For questions, call 1-866-451-3399.	
6. If you or any of the late employee's household members need assistance or support to manage this loss...	Please 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 loved one.	Contact ComPsych at 866-335-4910 or online at <a href="http://www.guidanceresources.com">www.guidanceresources.com</a> (WebID: LSSLiving). If you have questions, contact Eve Slusser at 314-262-8239, <a href="mailto:Eve.Slusser@lssliving.org">Eve.Slusser@lssliving.org</a> .	