



Application Packet Cover Sheet

Fire & Police Pension Association of Colorado

FPPAco.org • 7979 East Tufts Avenue, Suite 900 • Denver, Colorado 80237

(303) 770-3772 in the Denver Metro area • (800) 332-3772 toll free nationwide • (303) 771-7622 fax

<i>For</i>	Spouse or Children of a Member						
<i>Who Has</i>	Died in Active Service						
	<p>This Packet Applies To: Spouse or children of a member who has died while in active service.</p> <p>Please Remember:</p> <ul style="list-style-type: none">• have the employer complete Part D• submit all required documentation including a certified copy of the death certificate <p>Questions? Contact an FPPA Death & Disability Benefit Coordinator at the phone numbers listed above.</p> <p>Send all completed forms to: FPPA Death & Disability Benefit Coordinator at the address listed above.</p> <p><i>Please make copies for your files of the forms you fill out prior to submitting them to FPPA.</i></p>						
Forms & Publications	<p>In this application packet you will find the following forms and information needed to process your application. <i>Check the box to the LEFT as you complete each of the forms.</i></p> <table border="1"><thead><tr><th></th><th># of Pages</th></tr></thead><tbody><tr><td>Instruction Memo</td><td>1</td></tr><tr><td><input type="checkbox"/> Application for Survivor Benefits</td><td>6</td></tr></tbody></table>		# of Pages	Instruction Memo	1	<input type="checkbox"/> Application for Survivor Benefits	6
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Instructions Memo

This memorandum, together with the *FPPA Application for Survivor Benefits*, will explain the steps required to apply for survivor benefits. If you are the surviving spouse or dependent children of a deceased member, you may be covered for survivor benefits. As the applicant for survivor benefits, it is your responsibility to ensure that the application is completed properly and returned to FPPA. If eligible survivors have executed a power of attorney appointing you to act on their behalf, please attach a certified copy of the power of attorney to this application.

The application consists of 6 pages. You are responsible for submitting the required documentation and completing the entire application, except for Part D that is to be completed by the deceased member's employer.

Upon receipt of the application, FPPA staff will review it. If any information is missing you will be contacted. Once FPPA has received the complete application, we will schedule your case for the next available Death & Disability Review Committee (DDRC) meeting.

The DDRC will make a determination regarding survivor benefits, or your application may be referred for further review. You will receive written notification of the decision regarding your application. If you disagree with any aspect of the final outcome, there is a process to request an evidentiary hearing.

We realize this may not be an easy process to go through, so please feel free to call if you have questions or concerns at (303) 770-3772 or (800) 332-3772.



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APPLICATION FOR SURVIVOR BENEFITS

Dear Applicant,

This packet is your complete application for FPPA survivor benefits. FPPA provides survivor benefits to a deceased member's spouse and/or dependent children. FPPA survivor benefits including eligibility, benefit levels, and factors affecting benefits, are explained in the *FPPA Rule and Regulations* and in Part 8, Article 31, Title 31 of the *Colorado Revised Statutes*, as amended. These documents may be obtained from FPPA's web site (www.FPPAco.org). You are urged to consult these sources for more detailed information. Please feel free to contact FPPA's Benefits Department if you have questions.

Instructions:

As the applicant for survivor benefits, it is your responsibility to ensure that this packet is completed properly and returned to FPPA. If eligible survivors have executed a power of attorney appointing you to act on their behalf, please attach a certified copy of the power of attorney to this application.

If eligible survivors reside in separate households, a separate application must be filled for each household. An example of these circumstances would be if the deceased member's spouse lives in one household, and his/her children live in a second household. The guardian of the children in the second household must file an application on their behalf.

Each part of this application carries its own instructions. Please read them carefully. As the applicant, you are entirely responsible for completing Part A, Part B and Part C. Part D must be completed by the deceased member's employer. When completed, photocopy this application for your files and return the original, along with supporting documentation, to FPPA.

As soon as your application is received, FPPA will process it as quickly as possible. Applications for survivor benefits must be approved by FPPA. Meanwhile, if you have questions, please contact FPPA's Benefits Department at the address or phone number listed above.

IMPORTANT NOTE: If at any time you are not eligible for benefits and FPPA has inadvertently made an overpayment, you will be required to return the overpaid amount to FPPA.

Part A - Deceased Member Information

Last Name	First	Initial
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Mailing Address (<i>at the time of death</i>)	Apt #
---	-------

City	State	Zip
------	-------	-----

_____ - _____ - _____

Social Security Number	Date of Birth (<i>mo/day/yr</i>)	Date of Death (<i>mo/day/yr</i>)
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Part B - Applicant Information

(the recipient of the survivor benefits)

Last Name _____ First _____ Initial _____
 Social Security Number _____ Date of Birth (mo/day/yr) _____ Email Address _____
 Mailing Address (street, city, zip) _____ Phone Number (_____) _____ - _____

Relationship of the applicant to the member: *(Please check which applies.)*

Spouse: Marriage Common-law Civil Union
 Guardian of Dependent Child(ren) *(Please also answer question below.)*
 Dependent Child(ren):
 Living in the members household Living in a separate household (please provide proof of dependency)

Dependents:

▶ Please list below **ALL the deceased member's unmarried dependent children under age 23** (including natural, adopted step children, and unrelated children living in the member's household if the member had the right to claim the child(ren) as dependent(s) for federal income tax purposes).

Dependent Child(ren)'s Name	Social Security Number	Birth Date (Month, Day, Year)	Was the member's household this child's permanent residence at the time of the member's death?	
			Yes	No
_____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
_____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
_____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>

▶ Please list below any of your **children of any age you believe to be so mentally or physically incapacitated that he or she cannot provide for him or herself.**

Dependent Child(ren)'s Name	Social Security Number	Birth Date (Month, Day, Year)	Was the member's household this child's permanent residence at the time of the member's death?	
			Yes	No
_____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
_____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>
_____	____/____/____	____/____/____	<input type="checkbox"/>	<input type="checkbox"/>

Other Benefit:

Are you eligible to receive a survivor benefit from a local Colorado defined benefit pension plan in which the deceased participated? Yes No

Group Insurance:

For your convenience, FPPA may deduct group insurance payments. Please indicate any deductions below:

Name of Carrier	Type of Coverage**	Effective Date for Deduction	Amount
_____	_____	____/____/____	\$ _____.
_____	_____	____/____/____	\$ _____.

** Single, two-party, family, Medicare

_____ / _____ / _____
 Print Applicant's Full Legal Name Applicant's Signature Date

1) State the cause of death. _____

2) Do you claim that the member's death was the result of an injury received while performing the official duties of the fire/police department or an occupational disease arising out of or in the course of employment with the department? Yes No

3) If yes, please set forth the basis for your claim, including, if applicable, the date(s), time(s) and place(s) of the incident which led to the member's death.

Yes No

4) Was a Workers' Compensation claim filed in relation to the condition for which survivor benefits are requested?

5) If yes, did Workers' Compensation accept liability for the cause of death? or Pending

6) What is the Workers' Compensation Claim Number? _____

Important:

It is very important that all relevant documentation is included and attached to this application in order to support the on-duty status of the survivor benefits claim.

7) If you are claiming on-duty status, please check the supporting documentation included.

Evidence that the death resulted from an injury or occupational disease that was compensable under the Workers' Compensation Act of Colorado as having occurred in the course of the member's employment, (See C.R.S. 8-40-201).

Employer records as of the date of the injury which support the proposition that the death resulted from an injury received while performing official duties or an occupational disease arising out of and in the course of the member's employment.

Other records or documents that support the proposition that the death resulted from an injury received while performing official duties or an occupational disease arising out of and in the course of the member's employment. Please list documents below.

Please Note:

The information used to make this determination will include the information submitted with this application. Any information submitted should be concurrent with the date of death. FPPA will not be responsible for researching outside sources to obtain such information.

Signature of Applicant _____ Date _____

Part C - Supporting Documents

Please attach legible photocopies of all supporting documents listed below which apply to you. Check those documents attached.

- Member's certified death certificate
- Birth certificate of surviving spouse
- If survivor is spouse, a copy of a current marriage or civil union certificate and driver's license to verify name change.
- The birth certificates of deceased member's unmarried children under age 23, including natural children, adopted children, stepchildren, and unrelated children living in the member's household if the member had the right to claim the child(ren) as dependent(s) for federal income tax purposes.
- A physician's statement certifying that a child has been conceived but not yet born. (**Note:** After birth, send FPPA a copy of the child's birth certificate.)
- A physician's statement certifying that a child is so physically or mentally incapacitated that he/she cannot provide for him/herself. (And the birth certificate of the child.)
- If the member participated in a local money purchase pension plan, a copy of an account balance statement as of the last day on payroll. If last day on payroll is a future date, attach a current account balance statement, with final statement submitted after last day on payroll. Also include a copy of the statement(s) showing the date(s) and amount(s) of any distribution(s).
- If the member has gone through a divorce, a copy of any Domestic Relations Order(s) (DRO).
- If applicable, copy of a power of attorney.

► To The Employer:

Survivors of the deceased member identified in Part A of this application are applying for survivor benefits. Please complete this Part D and return this application to the applicant or FPPA. Your cooperation in this matter is appreciated.

Department (Police, Fire or Fire Protection District) City
Mailing Address (Street, City and Zip) Phone Number
Member's Name Member's Social Security Number

Member's Annual Base Salary* \$ _____.

*See the FPPA Rule regarding definition of base salary for your plan on the FPPA website at www.FPPAco.org.

Date of Hire ___ / ___ / ___ Last Day on Job ___ / ___ / ___ Last Day on Payroll ___ / ___ / ___

■ What coverage did the member have for normal retirement? (Check the plan that applies.)

- Statewide Defined Benefit Plan Statewide Hybrid Plan** local defined benefit plan*
Statewide Money Purchase Plan** Colorado Springs New Hire Plan local money purchase plan**

* If you checked the box for local defined benefit plan for this applicant, what are the age and service requirements for normal retirement under that plan?

Years of service requirement _____ Age requirement (if none, please use N/A) _____

- If the applicant met these requirements, please state the monthly survivor benefit amount payable to the: surviving spouse \$ _____ dependent child(ren) \$ _____
How long will the above benefit(s) be payable? _____
If your department affiliated with FPPA for pension purposes did the member take a distribution from a money purchase plan prior to affiliation? Yes No

** If you checked the box for money purchase plan for this applicant, is he/she considered 100% vested upon death? Yes No

If No, what is the member's vested percentage in each account? Employer _____ % Employee _____ %

What are the current contribution levels to the plan? Employer _____ % Employee _____ %

Has the member taken a distribution from his/her money purchase plan? Yes No

If YES, please provide a copy of the statement showing all distributions.

If YES, was any part of the distribution made pursuant to a domestic relations order (DRO)? Yes No

■ Was the member on a leave of absence at the time of his/her death? Yes No

If YES was the leave of absence: Authorized Unauthorized

■ If the member was hired after January 1, 1997 please answer the following:

Who is paying the Death & Disability Contribution:

Employee _____ % Pre-tax Post-tax Employer _____ %

Who is the Workers' Compensation Carrier? _____

Workers' Compensation Carrier Mailing Address (Street, City and Zip) (_____) _____ - _____
Phone Number

Date of Member's Death ____/____/____

Cause of Member's Death _____

The Criteria

In making its decision whether a death was the result of an injury received while performing official duties or an occupational disease arising in the course of the member's employment, the Board will consider the following standards:

An "injury received while performing official duties" means an injury occurring:

- 1) during a scheduled shift of the member; or
- 2) while the member is otherwise performing official duties for the employer; or
- 3) while the member is performing official duties in the employ of a third party and the employment is authorized by the member's employer.

A member's official duties are those set forth in the written job description for the member's position.

An "occupational disease" will be determined to have resulted directly from the employment of the member, or the conditions under which work was performed, if it follows as a natural incident of the work and as a result of the exposure occasioned by the nature of the employment as a proximate cause and does not come from a hazard to which the member would have been equally exposed outside of the member's employment.

Was the member's death the result of an injury received while performing official duties or an occupational disease arising out of and in the course of the member's employment? Yes No

If you answered **Yes** to the preceding question, what supporting documentation is included with this application?

- Evidence that the death resulted from an injury or occupational disease that was compensable under the Workers' Compensation Act of Colorado as having occurred in the course of the member's employment, (See C.R.S. 8-40-201).
- Employer records as of the date of the injury which support the proposition that the death resulted from an injury received while performing official duties or an occupational disease arising out of and in the course of the member's employment.
- Other records or documents that support the proposition that the death resulted from an injury received while performing official duties or an occupational disease arising out of and in the course of the member's employment. Please list documents below.

Name of Police Chief, Fire Chief or Personnel Director (please print) Title

Signature of Police Chief, Fire Chief or Personnel Director Date

Address Phone Number