

## What to do in the Event of a Death

### Overview

This checklist provides the steps to take when a cleric or lay employee dies.

Note: Access a step-by-step interactive guide for the [Termination of Employment and Benefits](#).

### Reporting the Death

<p>Confirm you have access to My Admin Portal (MAP).</p>	<ul style="list-style-type: none"> <li>• Log into MAP at <a href="https://cpg.org/map">https://cpg.org/map</a></li> <li>• If you cannot access MAP, request access from your Institution Administrator or your institution's Diocesan Administrator. If you do not know who that person is, call CPG's Client Services at (855) 215-5990.</li> </ul>
<p>Gather necessary information about the deceased person.</p>	<ul style="list-style-type: none"> <li>• Date of death</li> </ul>
<p>Change the deceased person's employment status in MAP.</p>	<ul style="list-style-type: none"> <li>• Log into MAP at <a href="https://cpg.org/map">https://cpg.org/map</a></li> <li>• From the MAP main landing page, click on the "People" tab.</li> <li>• From the People landing page, click on the "Terminate Employee" quick action button.</li> <li>• If you are responsible for multiple institutions, select the employing institution from the "Select an institution" screen, and then select the employee from the "Employees" screen.</li> <li>• Click the "Remove" link to the right of the person's name to open the "Termination Information" screen.</li> <li>• On the "Termination Information" screen:             <ul style="list-style-type: none"> <li>○ Select the termination type of "Death"</li> <li>○ Enter the date of death</li> <li>○ Select the "Submit" button.</li> </ul> </li> </ul>

After coverage is terminated, CPG will designate a Benefits Outreach Coordinator (BOC) to serve as a liaison between the various departments at CPG and the beneficiaries and dependents of the deceased. The BOC will:

- Contact all named beneficiaries and dependents after receiving notice of the death.
- Send a Claims Benefit package to the designated beneficiary/dependent with all necessary information and forms to complete.

### Disclaimers

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