

## Remember

- It is **your responsibility** to promptly report to DCRB any change in your eligibility status as a surviving child.
- A “Periodic Certification of Full-Time School Attendance” form is required to be submitted to DCRB for each semester/quarter of school attendance.
- You should promptly advise DCRB of changes in your mailing address and/or telephone number.
- You may periodically receive a request to verify receipt of your annuity payments from DCRB.
- You can enroll in Direct Deposit by contacting the DCRB Member Services Center.

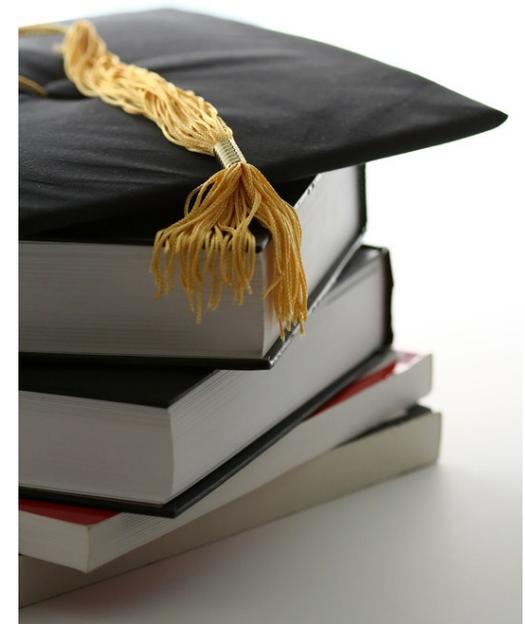


**Refer questions related to forms and eligibility for child survivor benefits to the DCRB Member Services Center.**



*District of Columbia Police Officers and Firefighters' Retirement Plan*

## Survivor Benefits for Children



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## General Information

This brochure contains information you will need to know to receive survivor benefits as a child under the District of Columbia Police Officers and Firefighters' Retirement Plan (the "Plan"). Survivor benefits are administered by the District of Columbia Retirement Board ("DCRB"). Please note that it is **your responsibility** to ensure that DCRB receives information regarding any change in your eligibility status for benefits. Therefore, we urge you to keep this brochure as a reference to guide you in the process.

## Eligibility

As an unmarried surviving child of a deceased Plan participant, you are eligible to receive benefits until you reach 18 years of age. Upon reaching 18 years of age, your benefit will cease unless you qualify for continued benefits.



## Continuing Eligibility After Age 18

In order to qualify for continued child survivor benefits beyond age 18, you must:

- **be a full-time student, unmarried, and under age 22** (A full-time student is defined as one who is pursuing a full-time course of study at an accredited educational institution on a regular basis.); **or**



- **be incapable of self-support** because of a physical or mental disability incurred prior to age 18. Benefits will continue provided you are unmarried and you remain in this condition.

## Certification of Student Status

To be considered a full-time student, you must submit certification of your full-time student status for each semester/quarter of school attendance. Failure to submit completed certification documents sent to you from DCRB will result in a suspension of your benefit and/or possible overpayments to you. In the event you receive an overpayment, you will be required to repay to the Plan any erroneous amount you may have received.

**Please note that it is your responsibility to ensure that DCRB is promptly provided with proper documentation of your student status.**

## Reaching Age 22

Once you turn 22 years of age, the date of your birth determines when your benefits will stop. The following explains how the timing of your 22nd birthday impacts your eligibility. If your birthday is between:

- January 1 and June 30, your benefits stop on the date of your 22nd birthday.
- July 1 and December 31, your benefits stop on June 30 of the following year.

## Reporting A Change Of Status

Should a change in your eligibility occur, it is your responsibility to provide DCRB with a written communication regarding the change in your status. This information should be provided to DCRB as soon as

possible to avoid an overpayment of benefits to you. Knowingly false or frivolous statements, representations, or evidence you provide to DCRB may subject you to civil and criminal penalties under Federal and District of Columbia laws.

## Verification Of Your Benefits

As a standard practice, DCRB conducts verifications to ensure payments are disbursed to annuitants in accordance with governing law. DCRB periodically sends verification letters to a sampling of annuitants and requests that they acknowledge receipt of annuity payments, verify their mailing address, and update other information. As a recipient of a child survivor benefit, please be aware that you may receive a request to verify your eligibility to receive the annuity being paid to you.



## If You Have Questions

As a recipient of a child survivor benefit, you may occasionally have questions regarding your eligibility or your benefit payments in general. Please contact the DCRB Member Services Center at (202) 343-3272 or toll-free at 1-866-456-3272 for further information or guidance on these matters.