

APPENDIX B

**SAMPLE CORRESPONDENCE FOR NOTIFYING
THE NEXT OF KIN IN THE EVENT OF STUDENT DEATH**

INITIAL NOTICE OF DEATH TO NEXT OF KIN

I deeply regret to inform you on behalf of the National Director, Job Corps, that your (Relationship, Name) died on (Date) at (Center or Local City) as a result of (Cause of Death - Brief). A telegram requesting your wishes concerning necessary arrangements follows. Please accept my most heartfelt sympathy in your great loss. If I can be of any assistance to you, or if you have any special requests, you may get in touch with me immediately by telephone (Number) on (Location) Please call collect.

LETTER OF SYMPATHY

John Q. Jones
5166 78th Street
Tyler, Texas

Dear Mr. Jones:

This is a follow-up to the telegram I sent to you on (Date). This letter gives you more information about the untimely death of your son.

The report of the accident reveals that John was a passenger in an automobile driven by a staff member of the Job Corps. During a heavy rain late in the evening, the automobile ran off the road near Oak City, Idaho, and struck a concrete barrier, overturned, and rolled down into a ravine. An ambulance was summoned immediately by a passerby who witnessed the accident. John was admitted to the Oak City Hospital where, despite every effort to save his life, he died at 10:15 p.m. the same evening of a fractured skull and internal injuries. Before he passed away, John received the religious ministrations of his church. Memorial services were conducted at the center on the 23rd of July by Reverend Thomas J. Brown, an Episcopal priest from Oak City.

John was well liked by all of his associates. He performed all tasks assigned to him in a cheerful and efficient manner. His death came as a great shock to all who knew him. Please know that your grief is shared by all of us who knew him.

The National Director, Job Corps, and all our staff extend our sincere sympathy to you in your sorrow.

Sincerely,

SUPPLEMENTAL DEATH NOTIFICATION TELEGRAM**(PERFORMANCE OF DUTY)**

In connection with the untimely death of your (Relationship), (Name) at (Place) on (Date) of which you were informed by my telegram dated (Date).

There are some matters that require prompt attention. I am ready to arrange to have the remains prepared, placed in a casket with an outer case, and transferred in the company of an escort to the funeral director in your home area as selected by you. Please have the funeral director forward all invoices to me. A letter setting forth the circumstances of the death of your (Relationship) will follow. The government will assume responsibility for necessary funeral expenses up to \$800 and an additional \$200 for administrative costs.

Please furnish the following information to me at (telephone number of center) by collect call as soon as possible:

- the name and address of the funeral director to which you desire the remains to be sent.
- the name, address, and telephone number of a spokesperson for the family.
- any special request regarding funeral arrangements.

**SUPPLEMENTAL DEATH NOTIFICATION TELEGRAM
(NON-PERFORMANCE OF DUTY)**

In connection with the untimely death of your (Relationship), (Name) at (Place) on (Date) of which you were informed by my telegram dated (Date).

There are some matters which require prompt attention. I am ready to arrange to have the remains prepared, placed in a casket with an outer case, and transferred in the company of an escort to the funeral director in your home area selected by you. The government will pay only for the expenses incurred in sending your (relationship)'s remains home. Funeral expenses incurred thereafter cannot be paid by the government. A letter setting forth the circumstances of the death of your (relationship) will follow.

Please furnish the following information to me at (telephone, number of center) by collect call as soon as possible:

- the name and address of the funeral director to which you desire the remains to be sent.
- the name, address, and telephone number of a spokesperson for the family.

**SUPPLEMENTAL DEATH NOTIFICATION TELEGRAM
(PERFORMANCE OF DUTY)**

In connection with the untimely death of your (Relationship), (Name), I am informed that his/her remains are now at (Name and Address of Funeral Home or Morgue).

I am sending a representative of (Name of Center) to assist you. The government will assume responsibility for up to \$800 of the total burial expenses, and an additional \$200 for administrative costs. Please have the funeral director forward all invoices to me. If you have any special requests in connection with funeral arrangements, please advise me.

**SUPPLEMENTAL DEATH NOTIFICATION TELEGRAM
(NON-PERFORMANCE OF DUTY)**

In connection with the untimely death of your, (Relationship), (Name) , I am informed that his/her remains are now at (Name and Address of Funeral Home or Morgue) .

I am sending a representative of (Name of Center) to assist you in settling the affairs of your (Relationship) with Job Corps. Be advised that Job Corps cannot pay for any funeral expenses. If there are any questions you wish to ask me, please contact me.