

APPENDIX C
STEP-BY-STEP INSTRUCTIONS IN THE
EVENT OF STUDENT DEATH

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STEP	DESCRIPTION
<p>Step 1: Determine Circumstances of Death</p>	<p>Center staff should immediately attempt to determine the circumstances of the death by securing all available facts about the events surrounding the student's death.</p> <ul style="list-style-type: none"> • Where did the death occur? • How did the student get there? • What was he/she doing there? • Was he/she on pass? • Who was present when the death occurred?
<p>Step 2: Contact Mortuary</p>	<p>Staff should ensure that the remains of the deceased are properly attended until the arrival of local authorities. When approval has been obtained from the appropriate medical or legal authorities, arrangements should be made to move the remains to a mortuary or morgue.</p> <p>The center should request that the mortuary provide only preservation services until information is received from the decedent's family concerning their desires for final disposition of the remains.</p>
<p>Step 3: Notify Next of Kin</p>	<p>The student's next of kin must be notified of the death by telephone, when feasible, and by telegram with confirmation requested after positive identification has been made. The center should delay public announcement or issuance of a news release of the death until the next of kin is notified. [see Appendix C Sample Letters for Notifying the Next of Kin in the Event of Student Death]</p>
<p>Step 4: Notify Job Corps National and Regional Offices</p>	<p>The Job Corps National and Regional Offices must be notified by means of a significant incident report immediately (within 6 hours) following a student's death [reference PRH Chapter 5].</p>
<p>Step 5: Notify Occupational Safety and Health Administration (OSHA)</p>	<p>Centers must contact OSHA within 6 hours of the death of an active student. Centers must orally report the fatality by telephone or in person to the Area OSHA Office nearest to the site of the incident, or use the OSHA toll-free central telephone number 800-321-OSHA (800-321-6742).</p>
<p>Step 6: Notify OWCP</p>	<p>When a Job Corps student dies because of an injury or illness incurred while in the performance of duty, the OWCP district office should be notified immediately by telephone or fax to be followed with a CA-6. The CA-6 should be submitted when it is established that the student's activities (or circumstances) fall within the "performance of duty" definition [see Section 3.0 FAQs Regarding FECA/OWCP, Question 6].</p> <p>If death was due to a disease that may have been caused or aggravated by the conditions of enrollment, a medical report supporting this contention should be submitted along with the CA-6 as soon as possible.</p> <p>The FECA provides compensation and other benefits when a student's death results from an injury or illness caused while in the performance of duty. OWCP will make all decisions regarding what is considered performance of duty based upon information provided on the CA-6 and supporting data. The completion and filing of the CA-6 are required to initiate action on the claim.</p>

	The CA-5 (or CA-5b) is necessary to establish a claim for compensation by the surviving dependents and should be filed by them directly with the OWCP district office.
Step 7: Notify Center Staff and Students	All staff and students who knew the deceased should be informed of the death and circumstances surrounding it in a sensitive fashion. Students who were particularly close to the deceased or who express concern over the circumstances of the death should be gathered into small groups for discussion sessions with a trained staff member such as a counselor, center nurse, or mental health consultant.
Step 8: Appoint Center Representative	It is suggested that the Center Director select a center representative to handle arrangements and communicate with the student's family. See Appendix E for a list of suggested duties.
Step 9: Send Letter of Sympathy	<p>Within 24 hours of notification of next of kin, the Center Director should send a letter of sympathy [see Appendix C Sample Letters for Notifying the Next of Kin in the Event of Student Death], that includes:</p> <ul style="list-style-type: none"> • Cause of death • Circumstances surrounding the death, if known • Date (and time, if known) • Place of death • Information concerning any religious services provided to the individual before death • Information of a personal or sentimental nature that may be of comfort to the addressee <p>All information furnished should be based on facts. Photographs of the remains should not be included.</p>
Step 10: Inventory Student's Personal Belongings	<p>Center staff should promptly collect and inventory the deceased student's personal effects, including money, clothing, personal papers, and miscellaneous articles of sentimental value. The inventory should be witnessed and recorded, and a personal effects letter should be prepared. Copies of the inventory should be distributed as follows:</p> <ul style="list-style-type: none"> • Original retained on center • One copy to accompany personal effects given to the next of kin • One copy placed in the personnel record of the deceased <p>The student's personal belongings should be taken to the next of kin by a center representative.</p>
Step 11: Arrange Transportation and Payment of Funeral Expenses	<p>The student's duty status at the time of death determines what actions are required with regard to payment of funeral expenses and transportation arrangements:</p> <ul style="list-style-type: none"> • Death in the Performance of Duty—If it is reasonably certain that the death of the student resulted from the performance of duty, the center should inform the student's next of kin that the government (OWCP) will pay for: <ul style="list-style-type: none"> - Transporting the student's remains to a mortuary (designated by the next of kin) that is located near the student's home or last place of residence. The cost of transporting the remains to the home (mortuary) is limited to: <ul style="list-style-type: none"> ▶ The cost of preparing and embalming the remains.

	<ul style="list-style-type: none"> ▶ The cost of a hermetically sealed casket, if required by State law (the mortician can provide the center with information about State laws). ▶ Transportation charges for shipping the remains. <ul style="list-style-type: none"> - Other necessary funeral and burial costs incurred at the designated destination up to \$800. - An additional \$200 allowance for administrative costs of separating the student's status as a federal employee to be paid to the personal representative (e.g., next of kin). <p>The itemized bill for these services should be sent to the local OWCP district office. In cases where adjudication is delayed, the center should pay the undertaker and shipper for costs incurred locally and submit the bill to the OWCP district office. If the claim is approved at a later date, OWCP will reimburse Job Corps for such disbursement subject to FECA limitations. OWCP makes the final decision as to what are necessary and reasonable funeral expenses.</p> <p>The next of kin should be notified that the final decision regarding eligibility for benefits rests with the OWCP.</p> <ul style="list-style-type: none"> - In addition to the \$1,000 provided through OWCP, the personal representative of the deceased student may be eligible for an additional gratuity (not to exceed \$10,000) in accordance with Section 651 of Public Law 104-208 (The Omnibus Consolidated Appropriations Act). The Job Corps National Office will review the decedent's record to determine if the decedent's next of kin qualifies for this additional gratuity. <ul style="list-style-type: none"> • Death not in the Performance of Duty—If the OWCP district office informs the center that death was not due to performance of duty, the center should then inform the next of kin that the government (Job Corps) will pay only for expenses involved in transporting the remains to a mortuary in the student's home area as selected by the next of kin. Thereafter, the next of kin will be responsible for funeral expenses. The cost of transporting the remains home is limited to: <ul style="list-style-type: none"> - The cost of preparing and embalming the remains. - The cost of a hermetically sealed casket, if required by State law. - Transportation charges for shipping the remains.
<p>Step 12: Provide Assistance to the Next of Kin</p>	<p>Following initial notification to the next of kin, the center should:</p> <ul style="list-style-type: none"> • Inform the next of kin that a representative of the center will escort the remains home and may assist with local funeral arrangements in the decedent's home area, if requested by the next of kin. • Ask the next of kin if there are any special requests regarding funeral arrangements. (Avoid providing the next of kin and the mortician any misleading information pertaining to expenses to be borne by the government.) • Arrange to have the remains embalmed and select a casket for the deceased. Any special requests received from the next of kin or family spokesperson regarding funeral arrangements within the authority of the Center Director should be

	<p>granted. The center should inform representatives of the local mortuary (near the center) about allowable costs for the services authorized and for the transportation of the remains to the place designated by the next of kin.</p>
<p>Step 13: Funeral and Burial Arrangements When Remains are Refused by Next of Kin</p>	<p>If the deceased student's next of kin refuses to accept the remains for burial (or when there is no family or suitable person to accept the remains), the Center Director must arrange for burial at a site close to the center and at a cost not to exceed the amount authorized in Section 8134 (a) of the FECA [reference PRH Chapter 6]. The Center Director should:</p> <ul style="list-style-type: none"> • Arrange to have the remains prepared for burial. • Select a casket and burial site. The burial site should be located within the vicinity of the center and should be decided upon through consultation with appropriate local officials. • Dispose of personal effects according to any wishes expressed by the next of kin. • Follow appropriate OWCP procedures if student's death is in the performance of duty. <p>The necessary cost for preparation of remains, funeral, and burial (including site, if not provided by local community) should be reasonable.</p>
<p>Step 14: Coordinate with Local Health and Community Authorities</p>	<p>The Center Director should:</p> <ul style="list-style-type: none"> • Establish appropriate agreements with local authorities and morticians covering student deaths both within and outside the limits of the center. • Provide necessary assistance with inquests when required. Inquests are authorized by State laws in cases involving accidental deaths or suspicious circumstances. • Provide assistance to hospital or physician requiring consent for an autopsy from the next of kin. The Center Director should furnish the name and address of next of kin to the hospital or physician. The Center Director should ensure that no contact is made with the next of kin to request an autopsy until he/she is certain that the next of kin has been properly notified of the student's death. • Obtain death certificates for all deaths that occur on center including those located on federal reservations, and obtain a State transit or burial permit before remains are removed from such a federal reservation for shipment or burial. (Normally, the funeral director will obtain required permits.) • Notify the local public health authorities when required. • Notify the local funeral director if the decedent was a veteran who served at least one enlistment during peacetime and/or was eligible for veteran's benefits. Such veterans are eligible for burial in a national cemetery with a headstone or grave marker, provided discharge was honorable. The locally-based mortician should be requested to advise the mortician in the decedent's home area of veteran entitlements.
<p>Step 15: Send Student Record to Job Corps National Office</p>	<p>The complete official student personnel record of a deceased student, including the sealed health records, must be forwarded by certified mail or overnight delivery to the National Health and Wellness Manager, Office of Job Corps, U.S. Department of Labor, 200 Constitution Avenue, Room N-4507, NW, Washington, DC 20210, within 10 working days [reference PRH Chapter 6].</p>

	<p>Health records of deceased students must include the following:</p> <ul style="list-style-type: none">• Copy of the significant incident report notification of the death to Job Corps National and Regional Offices.• Copies of all CA forms and correspondence relating to the status of OWCP claims and/or performance of duty determinations.• Death certificate, if available. Otherwise, forward death certificate to the Job Corps National Office as soon as it is available.• Autopsy report, if available.• Medical/coroner's report and the chemical analysis report of all body fluids/tissues, if applicable.• Counseling record. <p>Copies of any subsequent correspondence relative to the case or its claim status with OWCP should be sent to the Job Corps National Office for review and inclusion in the record.</p>
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