

APPENDIX D
PROCEDURES IN THE EVENT OF A STUDENT DEATH

CHECKLIST OF PROCEDURES TO FOLLOW IN THE EVENT OF STUDENT DEATH

- ___ Obtain full and detailed report regarding circumstances of death.
- ___ Notify appropriate local authorities.
- ___ Notify student's next of kin.
- ___ Notify Job Corps National Office.
- ___ Notify Job Corps Regional Office.
- ___ Notify OSHA immediately by telephone.
- ___ Notify OWCP immediately by telephone.
- ___ Notify students and staff. Provide counseling when necessary.
- ___ Forward the CA-6 paper form to OWCP. Forward other available documentation to OWCP as soon as received.
- ___ Make arrangements with local mortician.
- ___ Send letter of sympathy to next of kin.
- ___ Appoint center representative.
- ___ Complete inventory of personal effects of deceased student.
- ___ Make transportation arrangements for student's remains and for center representative.
- ___ Deliver personal effects to next of kin.
- ___ Make arrangements for center memorial service, if desired.
- ___ Forward deceased student's complete personnel and training record, including the sealed health record, by overnight delivery or certified mail to the National Health and Wellness Manager, National Office of Job Corps, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-4507, Washington, DC 20210, within 10 working days [reference PRH Chapter 6].
- ___ Forward invoices to OWCP for settlement when appropriate.

SUGGESTED DUTIES OF CENTER REPRESENTATIVE

The representative should:

- Familiarize himself/herself with details incidental to the death in order to be able to relate these details to the family.
- Express sympathy to the decedent's family on behalf of the Job Corps National Director, the Center Director, and fellow students.
- Inform the family of the limits of the government's financial responsibility and the funeral arrangements that have been made. The representative should further inform them that he/she is available to assist them with final arrangements.
- Not commit the government to any unauthorized expenses. The representative should advise the funeral director in the student's home area that the government will pay only necessary funeral and burial expenses. If OWCP is paying the funeral expenses, the representative should advise the funeral director in the decedent's home area to forward all invoices directly to OWCP.
- Advise the next of kin that written information will be received from OWCP and/or Job Corps pertaining to any benefits that may be due from the government at a later date (e.g., the final Job Corps check or OWCP dependent's benefits). However, if the representative determines that it would be appropriate to discuss FECA benefits with the next of kin or family spokesperson, he/she should be prepared to do so. The representative should explain that OWCP does not pay benefits in cases of non-Job Corps-connected death occurring after a student arrived at his/her home.
- Make it clear that FECA benefits are decided, paid, and administered by OWCP, which is an agency apart from Job Corps, and that he/she cannot speak for OWCP. The interested survivor should be given the address and phone number of the OWCP district office if questions arise that can be answered only by OWCP.
- Relate to the family any personal accomplishments of the deceased during enrollment at the center and be available to accompany the remains and to attend services in connection with the funeral, if requested to do so by the family. At an appropriate time, the representative should present the personal effects to the next of kin.
- Make notes of the services he/she renders and the family and community reactions, and submit a comprehensive written report to the Center Director upon completion of duties.
- Obtain Center Director authorization to issue necessary transportation for shipment of the student's remains. Shipment of the remains by rail requires a minimum of two first class fares. The representative should travel on one of these fares. Shipment of remains by air carrier should be by air freight service; the representative should accompany the remains on the same flight. Transportation costs and other expenses for the center representative should be borne by the center.
- Contact the Center Director in case of unresolved serious problems.