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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death-in-Service Resources** |
| **Resource Name** | Template Letter – Cover Letter to eligible Child aged (between 18 and 22 years of age) with Child Pension Benefit Application Form |
| **Resource Reference** | SPS.DTH.DIS.TL.10 (Phase 1) |
| **Description** | This cover letter may be issued to a surviving Child where they are aged between 18 and 22 and not in the care of a parent/step-parent or Legal Guardian |
| **Version** | V1.0 |

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| **PLEASE NOTE:** Administratorsmay accesslegislation, Circulars or Letters to Personnel Officers noted in this Procedure by accessing the Circulars & Legislation Section of the Single Scheme Website at [www.singlepensionscheme.gov.ie/circulars](http://www.singlepensionscheme.gov.ie/circulars) |

**Strictly Private & Confidential**

<<Title>> <<Forename>> <<Surname>>

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3 >>

dd/mm/yyyy

**Re: Single Public Service Pension Scheme**

**Member: <<Member name>> (Deceased)**

**Eligibility for Child’s Pension - <<Name of Eligible Child>>**

Dear <<Title>> <<Surname>>

I regret to learn of the death of the above named Single Scheme member.

We have been informed by the Deceased’s Legal Personal Representative that you are a Surviving Child**1** of the deceased who may be eligible to receive a Child Pension under the Single Public Service Pension Scheme of which the Deceased was a member.

I have enclosed a Death-in-Service Benefits Information Note. This provides general information on Death-in-Service benefits that may be payable:

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| **Death Gratuity** | Payable to *Legal Personal Representative* on receipt of Grant of Probate or Letters of Administration |
| **Survivor Pension(s)** | Payable to eligible *surviving Spouse/Civil Partner* and/or eligible surviving children of the Deceased. |

Having carefully read the Death-in-Service Benefits Information Note, if you consider that you may be eligible to receive a Surviving Child Pension please:

1. Complete and return the enclosed Eligible Surviving Child Pension Application Form to me;
2. Forward the originals of documents to me as noted at Section F of the Eligible Surviving Child Pension Application Form

On receipt of these documents, I shall:

* Confirm if you are eligible for the payment of a Surviving Child Pension under the Single Public Service Pension Scheme
* Confirm the annual pension rate of payment
* Issue you with relevant documentation for the set-up of any pension and notify you of any additional conditions for the payment of this pension

You may also wish to note the following:

* We shall correspond directly with the declared Legal Personal Representative of the Deceased in relation to the payment of any Death Gratuity under the Scheme
* Separate correspondence shall issue to the Surviving Parent/Legal Guardian of any other eligible children of the Deceased. If there are any other eligible children of the Deceased age between 18 and 22 years of age we will write separately to each child.

If you have any queries, please contact me by telephone on <<insert Pension Administrator’s Phone Number>> or by e-mail <<insert Pensions Administrator’s Email Address>>.

Yours sincerely

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department**