|  |  |
| --- | --- |
| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Death-in-Service Resources** |
| **Resource Name** | Template Statement - Child Pension Benefit Statement |
| **Resource Reference** | SPS.DTH.DIS.TS.03 (Phase 1) |
| **Description** | Child Pension Benefit Statement – Template Statement. This statement may be issued to the Parent/Step-Parent or Legal Guardian of a deceased member’s child where the child is in their care.  Where a child is between 18 and 22 years of age and not in the care of a Parent/Step-parent/Legal Guardian this statement can issue directly to the Child Pension recipient. |
| **Version** | V1.0 |

|  |
| --- |
| **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) |

**Single Public Service Pension Scheme**

***Eligible Child Pension Benefit Statement***

***(Death-in-Service)***

**issued by <<insert Relevant Authority Name>> on <<dd/mm/yyyy>>**

**Part A – Deceased Member Details**

|  |  |
| --- | --- |
| **Deceased Member’s Name** |  |
| **Deceased Member’s PPS Number** |  |
| **Deceased’s Date of Birth** | dd/mm/yyyy |
| **Date of Death** | dd/mm/yyyy |

**Part B - About your Statement**

**What is the purpose of this Statement?**

This Statement is being issued following the death-in-service of the Single Scheme member named in Part A. It provides important information about the Child Pension benefit now payable.

The contents of this statement should be read along with:

* The information contained on the cover letter;
* The enclosed Death-in-Service Benefits Information Note;
* The Important Notes Section at Part F

**What information does my Statement contain?**

Your Statement contains information on the following:

|  |  |
| --- | --- |
| **Part A** | This provides a summary of the deceased member details. You should review this now to make sure that it is correct. If any information is not correct, you should make contact with the Pensions Officer (see Part E) as soon as possible because the benefits on your Statement may need to be reviewed. |
| **Part C** | This provides a summary of the information that we hold in respect of the Child Pension beneficiary. If any information is not correct, you should make contact with the Pensions Officer (see Part E). |
| **Part D** | This provides a summary of how the Child Pension benefits have been calculated. |
| **Part E** | This provides information on how you can obtain further information and how to contact us in the event that you have a query. |
| **Part F** | This provides explanations for some of the information contained on your Statement. |

**Part C – Child Pension Benefit Details:**

|  |  |
| --- | --- |
| **Child Name** |  |
| **Child PPS Number** |  |
| **Child Date of Birth** | dd/mm/yyyy |
| **Child address for correspondence**  **and issue of Pension remittance slip** |  |

**Part D - Child Pension Benefit Calculations**

The information below shows how the Child Pension benefit**1** payable has been calculated. The Child Pension benefit amount is a fraction of the enhanced**2** retirement pension that would have been payable to the deceased scheme member had they availed of Ill-Health Retirement on the date of their death. Please read the Death-in-Service Benefits Information Note for more information on how Child Pensions are calculated.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Amount earned** | **Extra Ill-health amount** | **Final amount** |
| **Deceased’s retirement pension [A]** | €0.00 | €0.00 | €0.00 |
| **Gross Child Pension [A] ÷ <fraction>** | €0.00 | | |
| **Child Pension**  **Payroll frequency (in arrears)** | <<Weekly / Fortnightly/ Monthly>> | | |

**Part E – If you have further queries**

You should consult the documentation referred to in Part B of this Statement. If you still have queries, you should contact:

*<<insert full contact details for Deceased’s Pensions Officer>>*

**Part F –Important Notes**

*(Part D)* ***1****An child beneficiary is only eligible to receive a pension for so long as the criteria for the payment of such a pension are met:*

* + - *Be under 16 years of age; or*
    - *Between 16 and 22 years of age and in full-time education/training; or*
    - *Be permanently physically or mentally incapacitated. The permanent incapacity must have occurred when the child met the criteria at (a) or (b) above; or*
    - *Have been wholly or mainly financially dependent on the deceased Single Scheme member immediately prior to the member’s death; and*
    - *Not be married, in a civil partnership or cohabiting with another person*

*(Part D)* ***2****Further information on how Survivor benefits are enhanced is contained in Guidance Note 1 of 2017 available at www.singlepensionscheme.gov.ie/circulars*

**Disclaimer:** In the event of a dispute that cannot be resolved, the terms of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations shall apply.