

## **How to File a Claim for Survivor Benefits under the EEOICPA**

If you are a survivor of a former worker who was employed at a covered Department of Energy facility and wish to file a claim under the EEOICPA for benefits, you must complete the following forms:

- EE-2 – Survivor Claim
- EE-3 – Employment History
- In addition, please review the EE-7 Medical Requirements guideline for medical evidence required to support your claim.

### **Please complete the EE-2 and EE-3 forms as follows:**

- Use black or blue ink only.
- Type or write clearly within the boxes provided.
- Fill out all sections of the forms that are applicable (***list employment for covered facilities only***).
- Mail the completed forms and supplemental documents to the DEEOIC Central Mailroom (see address below) or send to the nearest EEOICP Resource Center for further processing.

### **The EE-7 Medical Guideline:**

The EE-7 Medical Guideline is intended to notify a claimant or physician of the medical evidence needed to support all claims under Part B or Part E of EEOICPA, and how to establish a diagnosis of the claimed condition(s). **Please maintain a copy of all documents for your records.**

**Please submit documentation to support evidence of your relationship to the deceased employee. The two categories of survivors are:**

**Spousal claims under Part B or Part E must include:** a copy of the marriage certificate issued or recognized by a State Authority or an Indian Tribe Authority. A “Certificate of Blessing of Marriage” from a church is not considered the equivalent of a marriage certificate. A marriage license is also unacceptable. To be an eligible surviving spouse, the spouse must have been married to the employee for one year immediately prior to the death of the employee. This prior year includes the date of marriage, through the day prior to the date of death.

**Children filing a claim under Part B or Part E must include:** a birth certificate showing the employee as the parent of a child. A “child” of an individual under both Parts B and E of the EEOICPA can include a biological child, a stepchild, or an adopted child of that individual. A person who is or was a dependent of the employee but does not fit within the definition of a qualifying “child” is not an eligible survivor.

For more information regarding criteria for survivorship under the EEOICPA, please review our Procedure Manual Chapter 20 at the following link:

[https://www.dol.gov/owcp/energy/regs/compliance/PolicyandProcedures/procedure\\_manual\\_4.1-2020.03.pdf](https://www.dol.gov/owcp/energy/regs/compliance/PolicyandProcedures/procedure_manual_4.1-2020.03.pdf)

**Send completed forms to:**

**U.S. Department of Labor OWCP/DEEOIC  
P.O. Box 8306  
London, KY 40742-8306**

For additional information on how to complete and or file your claim for benefits under the EEOICPA, you may contact the EEOICP Resource Center located nearest to you. Please visit the DEEOIC website at the following link to determine the Resource Center that services your state: <http://www.dol.gov/owcp/energy/regs/compliance/ResourceMeetings/ResourceCenters.htm>