

United States
Office of Personnel Management
Retirement Operations
PO Box 45
Boyers, PA 16017-0045

Initial Certification of Full-Time School Attendance

Reference	
Date (mm/dd/yyyy)	
Claim number	(suffix)
CSF	
Name of deceased employee	
Name of child	
Date of death (mm/dd/yyyy)	On roll? ☐ Yes ☐ No

The *Application for Death Benefits* shows that the child named above, a survivor of a Federal employee or annuitant, is (*or soon will be*) age 18. After reaching age 18, a child is eligible for a survivor annuity only if unmarried and **(1)** a full-time student in an accredited school or **(2)** incapacitated for self-support because of a physical or mental disability that began before age 18.

If a child is unmarried and incapacitated for self-support because of a mental or physical disability, do not fill in the other side of this form. Instead, return the form to us with a doctor's certificate describing the nature and extent of the child's disability. After we review the documentation of the disability, we will write to you about the child's eligibility for benefits.

If the child is unmarried and a full-time student, you should complete **Part A** on the other side of this form; a school official (*the principal, administrator, registrar, etc.*) should complete **Part B**, and you should return the completed form to us promptly. If the child's school year was not in session on the date of death (*shown above*), have the school official complete Part B for the last school year attended.

Send the completed form to:

U.S. Office of Personnel Management
Retirement Operations Center
Attn: Survivor Claims
PO Box 45
Boyers, PA 16017

Privacy Act Statement

Pursuant to 5 U.S.C. § 552a (e) (3), this Privacy Act Statement serves to inform you of why OPM is requesting the information on this form. **Authority:** OPM is authorized to collect the information requested on this form pursuant to Title 5, U.S. Code, Chapter 83, Section 8341(a)(4) and Chapter 84, Section 8441(4)(C), which, requires the Office of Personnel Management (OPM) to pay survivor benefits to children of deceased Federal employees and annuitants if the children are between the ages of 18 & 22, unmarried and full-time students in a recognized school. OPM is authorized to collect your Social Security number by Executive Order 9397 (November 22, 1943), as amended by Executive Order 13478 (November 18, 2008). **Purpose:** OPM is requesting this information in order to determine if the child is eligible to receive survivor benefits. **Routine Uses:** The information requested on this form may be shared externally as a "routine use" to other Federal, state, or local agencies and organizations for determination or continuation of benefits from OPM, or to report income for tax purposes. OPM may also share your information with law enforcement agencies if it becomes aware of a violation or potential violation of civil or criminal law. A complete list of routine uses can be found in the *OPM/Central I Civil Service Retirement and Insurance Records system of records notice*, available at www.opm.gov/privacy. **Consequences of Failure to Provide Information:** Providing the information is voluntary. However, failure to provide this information may delay or prevent OPM from being able to determine whether unmarried dependent children (between age 18 and 22 years of age) are eligible to receive survivor benefits. Individuals who do not provide this information can also request changes via telephone or letter, as well as using RI 25-41. The information collected can only be obtained from respondents.

Public Burden Statement

The public reporting burden to complete this information collection is estimated at 90 minutes per response, including for reviewing instructions, searching data sources, gathering and maintaining the data needed, and the completing and reviewing the collected information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden to the Office of Personnel Management, RS Publications Team at RSPublicationsTeam@OPM.gov. Current information regarding this collection of information -- including all background materials -- can be found at <https://www.reginfo.gov/public/do/PRAMain> by using the search function to enter either the title of the collection or OMB Control Number 3206-0099..

This Space is For the Use of the Office of Personnel Management Only.

Remarks:	☐ Approved	☐ Not Approved Because	Call up (M-Card) processed
		☐ Less than full-time school attendance	
		☐ Not in school	
		☐ Over 5-month break in attendance	
		☐ Married	
		☐ Non-recognized school	
		☐ Other (specify):	Benefits specialist
	Inspector	Date (mm/dd/yyyy)	Date (mm/dd/yyyy)

Part A To be completed by the payee (the person who expects to receive benefits for the student). Read the reverse side of this form before answering the questions below; give full information; typewrite or print in ink.				
1. Student's name (first, middle, last)		2. Student's date of birth (mm/dd/yyyy)		3. Student's social security number
4. Is this student married?				Date of marriage (mm/dd/yyyy)
☐ No ☐ Yes → If "Yes", show the date at right, sign item 7 of this part, and return this form. (It is not necessary to complete the rest of the form.)				
Current Status	5. Is the student enrolled in school on a full-time basis?			Last date school was attended (mm/dd/yyyy)
☐ Yes ☐ No → If "No", show the date at right, the student last attended school on a full-time basis.				
Future Plans	6. After the end of the school year, does the student intend to continue as a full-time student with less than a 5-month break between school years?			
☐ Yes - If "Yes", give the details in items 6a and 6b. ☐ No - If "No", go to item 7. ☐ Undecided - If "Undecided", go to item 7.				
6a. Enter the date (or approximate date) the next school year or term begins after current enrollment (mm/dd/yyyy)		6b. Complete name and mailing address (including ZIP code) of the educational institution the student will attend next year.		
Payee Signs Here	7. I certify that all information given in this certification is true and correct to the best of my knowledge and belief. I understand that I must immediately notify the Office of Personnel Management (OPM) if the student transfers to another school, discontinues school attendance, reduces attendance to less than full-time, marries, or dies. I further agree to return all overpayments of student benefits, including overpayments that may be erroneously made after I notify OPM of any terminating event. I authorize the appropriate school official to verify the student's school attendance status to OPM in the manner requested by that agency.			
Signature of payee		E-mail address	Daytime telephone number	Date (mm/dd/yyyy)
Part B To be completed by an official of the educational institution for the school year _____ to _____. (month/year) (month/year)				
1. Is/was the student enrolled in and attending a full-time course of resident study or training (not correspondence) for the period requested?		2. Actual date the student started school for the school year indicated above (mm/dd/yyyy)		3. Official ending date of the school year (mm/dd/yyyy)
☐ Yes ☐ No				
4. Check the type of educational institution:			5. Show the complete name and mailing address (including the ZIP code) of the educational institution.	
☐ High school ☐ Junior/community college ☐ Trade school ☐ College or university ☐ Technical institute ☐ Other (specify) ☐ Vocational institute				
6. Show the total school hours per week:				
a. If college or equivalent, show credit hours: _____ b. If high school or equivalent, show actual clock hours: _____ c. If in a work-study program sponsored by the school, ❖ show hours at work: _____ ❖ show hours at school: _____				
Complete items 7 and 8 below if your institution is not a state college, state university, or public high school.				
7. Show the complete name and address (including ZIP code) of the organization which accredits, licenses, or otherwise recognizes the school.		8. If the educational institution is licensed, show:		
		a. Current license number:		b. Expiration date of current license (mm/dd/yyyy)
School Official Signs Here	I certify that the information given in regard to requested school enrollment of the above-named student is true and correct to the best of my knowledge and belief.			Warning: Any intentionally false statement, willful concealment of material fact, or use of a writing or document knowing the same to contain a false, fictitious, or fraudulent statement or entry, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)
Signature of principal, administrator, registrar, etc.			Telephone number	
Title			Date (mm/dd/yyyy)	