

Guidance Following Bereavement

What you need to do

and who can help

Irvine Unit, Bexhill Tel: 0300 131 4892

Trust Website www.esht.nhs.uk

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A message from your local Bereavement Services

We would like to express our deepest condolences to you, your family and friends during this very sad time. We understand that the time ahead may be difficult and painful for you, and we would like to support you through this time.

This booklet has been provided to try and help you deal with some of the practical and emotional aspects of losing someone that you love.

What to do next

Please contact the administrator who will ensure that the medical certificate is ready for you to co-ordinate your next appointment at the Registrar of Births & Deaths.

On the first working day, Monday to Friday, following your loss please phone the hospital administrator after 10.00am.

The contact number is: on 0300 131 4892 and ask for extension 5280.

Please do not come to the Hospital without having made an appointment as we want to ensure that every family receives their own personal time with us.

At this appointment the Administrator will give you the medical certificate which records the cause of death along with any personal effects and also answer any questions you may have. If at this time you are aware of any funeral details, please let the administrator know.

Kindly note that the medical certificate will be issued as soon as possible following your loss, however the doctor involved in the care of your loved one may be unable to complete this on the day of your initial phone call, but we will keep in close contact with you as to when it will be available and arrange a time for you to collect it.

Can I arrange a viewing

We sometimes receive requests from relatives who wish to see a loved one after death.

Please note that viewing is possible only at the Funeral Director's.

Registering the death

Once you have obtained the medical certificate you should arrange an appointment at any East Sussex Registry Office.

The contact number for this is: 0345 60 80 198

The core opening hours are 9.00am to 5.00pm Monday to Friday with the exception of Bexhill which has restricted days & hours. Please contact them to make an appointment prior to any visit.

When you see the Registrar

One of the following can register a death:

- A relative of the deceased
- · Someone who was present at the death
- · Someone organising the funeral

What you need to take with you:

- · The Medical Certificate of cause of death
- The medical card if available
- · The deceased's birth certificate if available

The Registrar will need to know the following:

- · Date and place of death
- Full name, date and place of birth
- Marital status
- Maiden name if applicable
- Home address
- · Occupation of the deceased
- The date of birth of surviving partner

The Registrar will give you two forms, white and green:

- A certificate for burial or cremation known as the green form – this is needed by the funeral director (unless the coroner is involved)
- A certificate for the Department of Social Security (DWP) Form BD8, together with a pre-paid envelope for you to send this off

Who to inform about the death

There are various people who need to be informed of the death and it may be useful to use these checklists to guide you:

People to inform	Contacted	Completed
DWP – benefits or pension stopped 0345 608 8545 Opt 5		
Employer		
Inland Revenue (HMRC)		
Banks/Building Societies/ Credit Card Companies		
Local Tax Scheme		
Insurance Life insurance Companies: Car insurance Property insurance		
Mortgage company/Land Registry		
Housing Association/Landlord		
Social Services – if involved		
Family Doctor		
Relevant Hospital Doctors		
Utility providers – gas, water etc.		
School/College – if applicable		
National Savings and Investments		
Store cards		
Telephone company inc mobile		
DVLA		
Union/Professional organisations		
If already a grave owner notify HBC of any changes		

Things to cancel	Contacted
Care/household service: home help, meals on wheels, cleaner etc	
Appointments: Hospital appointments, dentist, optician etc	
Newspapers	
Redirect mail if required	
Milk if delivered	
Magazine subscriptions	

Items to return	Returned
Medicines back to Pharmacy	
Driving licence returned to DVLA	
Library books	
Any equipment borrowed from Hospital or Social Services – commode, walking sticks etc	
Passport returned to passport agency	
Season tickets/ concessionary travel documents – bus pass to relevant company	
Disabled parking (Blue Badge) to ESCC	
Car insurance certificate	
Car registration documents – for change of ownership	

 Certified copies of the death certificate can be purchased. These are shown to insurance companies, banks, building societies etc. to prove that the death has occurred. As some organisations may not accept a photocopy of the certificate, it may be better to obtain more copies at this time.

The Registrar can notify Adult Social Care for you if they have been involved with the deceased. They can also give you an envelope for you to return any Blue Badges held and also an envelope for the return of bus passes.

Can I register the death elsewhere?

If it is difficult for you to register the death at the Registrar's office local to the hospital, perhaps because you live elsewhere, this can be effected at any Registry Office in England and Wales by declaration. Please ask the Administrator for further details.

When a death is reported to the Coroner

There are occasions when a death must be reported to the Coroner as prescribed by law, such as unexpected deaths where the cause is unknown. The Coroner may order a post mortem in order to establish the cause of death and has the power to do so without the formal consent of the next of kin. In such cases the medical certificate will be issued by the Coroner's office who will contact you directly to advise when the certificate will be available at the Registrar's office for you to register the death.

When a death has been reported to the Coroner you may still contact a funeral director to begin the funeral arrangements.

Where can I get advice about pensions?

Advice and information about state pensions and pension credit can be obtained from the pensions service on 0345 6060285, who can arrange a personal visit if required. For those with hearing difficulties there is a text number 0345 6060285.

Who can I contact for support?

If you feel that you need personal support as well as practical advice you can seek help from your own GP, contact the support services listed in this brochure or speak to the Administrator who will be able to help you.

Solicitors, Wills and legal matters

When a Will is in place

The Will may include funeral wishes, wishes regarding the deceased's estate and the name of the executor/s or the person/s legally entitled to deal with the estate according to the wishes in the Will. If the Will is with a solicitor, they should be informed; they may be the named executor. Named executors can administer the person's estate on their own (information on how to do this can be found online at www.direct.gov.uk) or they may prefer to obtain the help of a solicitor to carry this out.

When there is no Will in place

When someone dies without having made a Will, they are said to have died 'intestate' and different rules therefore apply. When this happens, the law sets out who should deal with the person's affairs and who benefits. This can be a complex situation and can take some time.

Further information can be found online at www.direct.gov.uk or through the Bereavement Advice Centre

(www.bereavementadvice.org or telephone 0800 634 9494) who can assist with any queries you may have or you can involve a solicitor to help you through the process.

Probate

Depending on the deceased person's estate, probate may be required; this can take time.

You can apply for probate yourself or ask a solicitor to apply for you. Solicitors fees vary, so it may be beneficial to get a few quotes before deciding on a solicitor.

The costs of dealing with the estate are usually paid from the estate. The Bereavement Advice Centre (see above) can also help and advise with regard to probate (for specific legal advice this may incur a fee).

Funeral payments and bereavement benefits

1. Funeral payment from the Social Fund entitlement?

If you are responsible for arranging a funeral and you have insufficient money to pay, you may be able to get a funeral grant from the Social Fund (Form SF200) of up to £700. This will depend on the benefits you are receiving, your relationship with the person who has died and any other monies, other than your personal savings, that may be available to help with the cost of the funeral.

There is now a one-stop contact number at the Department for Work and Pensions (DWP) (0345 606 0265 choose Option 2) which will cancel all DWP benefits, as well as help you establish if you are eligible for help towards costs (a funeral grant) and advise on your eligibility for other benefits. There is a time limit for claiming bereavement benefits and a funeral grant so it is important to contact them as soon as possible. Funeral grants have a maximum threshold and not everyone is given the full amount. It is essential to consider this when organising the funeral to prevent running up large costs.

If you get a funeral payment, it will have to be paid back from the estate of the person who died. The estate means any money, property and other things that the deceased person owned. A house or personal things that are left to a widow, widower or surviving civil partner will not be counted as part of the estate.

A list of benefits/assistance that may be available to you can be obtained from www.gov.uk. The Bereavement Service Helpline number is 0345 606 0265 (or Textphone 0345 606 0285) and is open Monday to Friday from 8.00am until 6.00pm.

2. Bereavement Benefit

Currently bereavement benefits consist of three different payments:

Bereavement Payment – a one-off, tax-free lump sum payment which may be payable to you when your husband, wife or civil partner has died if they had paid their National Insurance contributions (NICs) or if their death was caused by their job and either:

- you are under State Pension age when they died or
- your husband, wife or civil partner was not entitled to Category A state retirement benefit when they died.

Bereavement Allowance – a taxable weekly benefit which may be paid to you for up to 52 weeks from the date of the death of your husband, wife or civil partner. It may be claimed if all the following apply:

- if you are over 45 when they died
- if you are not bringing up children
- if you are under State Pension age
- if your late husband, wife or civil partner paid NICs or died as a result of an industrial accident or disease.

Widowed Parent's Allowance – a taxable weekly benefit which may be payable if you are a parent when your husband, wife or civil partner has died. It may be claimed if all the following apply:

- you have at least one child for whom you receive Child Benefit
- you are under State Pension age
- your husband, wife or civil partner has died
- your husband, wife or civil partner has paid NICs.

You may also claim if:

- you are expecting your late husband's baby or civil partner's baby
- your husband, wife or civil partner died as a result of their work
 even if they did not pay NICs.

The Bereavement Service Helpline number is 0345 606 0265 (or Textphone 0345 606 0285) and is open Monday to Friday from 8.00am until 6.00pm.

Please Note: - you cannot claim any of the bereavement benefits listed on the previous page if at the time of your husband, wife or civil partner's death the following applied:

- you were divorced from them or your civil partnership had been legally ended
- you were living with someone else as husband, wife or civil partner
- you were in prison or legal custody.

Further information on all of the above can be obtained from www.gov.uk.

The Department of Work and Pensions undertook a public consultation exercise, seeking views on proposals to reform the bereavement benefits.

For advice on bereavement benefit call 0345 608 8545 or the Bereavement Service Helpline on 0345 606 0265 (Textphone 0345 606 0285).

3. Tax helpline for the bereaved

The HM Revenue and Customs (HMRC) have created a dedicated telephone helpline, an address box and a new form for people who need to contact them about PAYE and Self Assessment matters relating to bereavement.

When you call the HMRC, an automated message starts, select option 2, then option 4 to speak to an advisor on the Bereavement Helpline.

- Telephone Helpline 0300 200 3300
 Office Hours: 8.00am to 8.00pm Monday to Friday 8.00am to 4.00pm Saturday.
- For anyone who is deaf or has a hearing or speech impairment. Telephone 0345 302 1408 (Textphone)

If you need to write to HMRC about income tax and bereavement, such as form R27 (reclaiming tax or paying tax when someone dies), self assessment tax return and any other correspondance relating to bereavement for Pay As You Earn (PAYE) and Self Assessment, write to the address below

Self Assessment HM Revenue and Customs BX9 1AS

Bereavement, loss and grief

Bereavement, loss and grief - there are so many different words for it but can anyone really explain what it is or what the experience will mean to you or how long it will last?

Grief is normal, it is not an illness – there is no right or wrong way, there is no set time or scale to the process of grieving.

It is a natural response to death and you may go through several stages before you can come to terms with what has happened.

The experience of grief involves a range of feelings: numbness, disbelief, anger, guilt, sadness, emptiness, relief and denial, a mixture of emotions that may make you wonder if you will ever be able to enjoy life again. This is a perfectly normal reaction to the range of emotions involved.

It is particularly acute immediately after a death, even when it is expected; the shock of death can be highly emotional. It can dominate your thoughts to the exclusion of everything else for several days, weeks or months.

A death will always be something that everyone copes with differently; some people can return to everyday life in a fairly uncomplicated way, while others need more help.

Most people find the help of their family, friends and neighbours is enough to support them through the experience of bereavement. It may also be of help to talk to someone outside of your family and friends.

Where to go for bereavement support

If after a while you are concerned that you are still not coping, make an appointment to see your GP. They will check that there is no physical cause for the way you are feeling and if necessary refer you to a grief support service that can provide free or low cost grief counselling.

Looking after yourself when you are grieving is so important. While you are going through the pain, it is difficult to believe that you will ever cope with life again but, in time, your grief will ease and gradually life will become more bearable.

Where to find further information

There are many sources of practical information and support for people who have suffered a bereavement.

The following organisations may be helpful; you can contact them direct for information and support or through your GP, your local library or at a Hospital or Hospice information centre.

Please note: where a service is offered out of normal office hours the availability is listed below.

ORGANISATION AND CONTACT DETAILS	INFORMATION
Age UK 0800 169 6565 Website: www.ageuk.org.uk	Age UK's website offers fact sheets in relation to the loss of a loved one.
Bereavement Advice Centre 0800 634 9494 Website: www.bereavementadvice.org	Free helpline and web-based information service with practical information and advice on the many issues and procedures that face us after the death of someone close.
Bereavement Support - Stop Mail 0808 168 9607 from a landline 0333 006 8114 from a mobile Website: www.stopmail.co.uk	By registering with this free service, the names and addresses of the deceased are removed from mailing lists, stopping most advertising mail within as little as six weeks.
Hastings & Rother (1066) Citizens Advice Bureau Advice and Community Hub Renaissance House London Road St Leonards-on-Sea TN37 6AN 03444 111444 Advice Line 01424 721458 Reception Website: www.citizensadvice1066.co.uk	Advice centre offering free, confidential and independent advice face to face or by telephone Mon – Fri 9.00am – 4.00pm. The website has an excellent range of information on a wide variety of subjects.
Cruse Bereavement Care East Sussex (for Hastings & Rother): 01323 642942 (plus out of hours answerphone) National Helpline: 0808 808 1677 Email: eastsussex@cruse.org.uk Website: www.cruse.org.uk	Provides counselling, information and practical support to anyone who has been bereaved via one-to-one support and local drop-in group.

ORGANISATION AND CONTACT DETAILS	INFORMATION
Department for Work and Pensions (DWP) The Bereavement Service Telephone (English): 0345 606 0265 - Listen - Press any key and then press 2 for bereavement Monday to Friday - 8.00am to 6.00pm Website: www.gov.uk	gov.uk is a Government website that contains a wide range of services and practical information on what to do after death in England and Wales, including any benefits, your eligibility and how to claim. Refer to DWP booklet 'What to do after a death in England and Wales' (ref DWP1027 - June 2013).
Dying Matters Website: www.dyingmatters.org	A coalition led by the National Council for Palliative Care encouraging people to talk about death and dying. Website links to a wide range of available resources in various formats.
GROWS (Grief Recovery With Support) St Michael's Hospice 25 Upper Maze Hill, St Leonards on Sea East Sussex TN38 0LB 01424 456361 Email: Bereavement@stmichaelshospice.com Website: www.stmichaelshospice.com	A bereavement social support group offered at St Michael's Hospice giving people the opportunity to meet with others who have also suffered a loss over a cuppa. Meets on the 3rd Thursday of each month at the Hospice from 6.00pm till 8.00pm – no appointment necessary.
Jewish Bereavement Counselling Service Helpline: 020 8951 3881 Email: enquiries@jbcs.org.uk Website: www.jbcs.org.uk	A dedicated Jewish bereavement counselling service for adults and children individually, families, couples and groups. Supporting people affected by loss, including suicide, disaster, holocaust issues, sudden infant death, miscarriages, still birth and abortion.
Sudden Death Support Association Tel: 01189 733939 Website: www.suddendeath.org 01484 559909 jkusner@brake.org.uk	Sudden is a global charitable initiative by Brake, the road safety charity, sharing best practice, research and resources among professionals and carers who work with suddenly bereaved people.

ORGANISATION AND CONTACT DETAILS	INFORMATION
Support for People with Learning Disabilities Website: www.dyingmatters.org	Dying Matters website has some useful resources to help support people with learning difficulties
Lesbian and Gay Bereavement Project National Helpline – 0207 403 5969 Hastings & Rother Rainbow Alliance (HRRA) Bereavement Support Group Email: nadine@hrra.org.uk	The project offers a telephone support and advice service for lesbians and gay men bereaved by the death of a partner, or otherwise affected by bereavement. The helpline is run by trained volunteers.
	There is also a bereavement support group providing a safe space for LGBT people who have lost their partners.
Macmillan Cancer Support Support Line 0808 808 0000 Monday to Friday 9.00am to 8.00pm Website: www.macmillan.org.uk	If someone close to you dies from cancer, Macmillan can help you cope with grief, get you all the practical information you need and, when you're ready, offer ways to celebrate the life of your loved one.
Roadpeace National Helpline – 0845 4500 355 Email: helpline@roadpeace.org Website: www.roadpeace.org.uk	Roadpeace provides emotional and practical support to those bereaved or injured in a road crash. They are a member based charity for road crash victims in the UK, and also have local support groups.
Samaritans National Helpline – 116 123 Available 24 hours every day Deaf or hard of hearing use the single Minicom Telephone - 08457 90 91 92 Email: jo@samaritans.org Website: www.samaritans.org Write to: Chris, Freepost RSRB-KKBY-CYJK, PO Box 9090, Stirling, FK8 2SA	A confidential emotional support service available to anyone in a crisis. The loca helplines are as listed: Hastings & Rother Samaritans 01424 436666 Email: jo@samaritans.org 26 St Andrews Square Hastings, TN34 1SR Drop in available from 9.30am to 9.30pm except Thursdays and Sundays

ORGANISATION AND CONTACT DETAILS	INFORMATION
The Silverline 0800 4 70 80 90 Mobile number 0300 4 70 80 90 Email: info@thesilverline.org.uk Website: www.thesilverline.org.uk	The Silver Line is the only free confidential helpline providing information, friendship and advice to older people, open 24 hours a day, every day of the year.
St Michael's Hospice Bereavement Service 25 Upper Maze Hill, St Leonards on Sea East Sussex TN38 0LB 01424 456361 Email: bereavement@stmichaelshospice.com Website: www.stmichaelshospice.com	Offers one to one and group bereavement support/counselling for anyone living in the Hastings and Rother area. No previous link to the Hospice is necessary to access this support.
Survivors of Bereavement by Suicide (SOBS) National Helpline: 0300 111 5065 9.00am – 9.00pm every day Support email: sobs.admin@care4free.net	SOBS aims to provide a safe, confidential environment in which people bereaved by suicide can share their experiences and feelings.
Website: www.uk-sobs.org.uk The Natural Death Centre Independent Funeral Advice National Helpline: 01962 712 690 24hour answerphone Email: contact@naturaldeath.org.uk Website: www.naturaldeath.org.uk	The Natural Death Centre has been established for 21 years and is a social, entrepreneurial, educational charity that gives free, impartial advice on all aspects of dying, bereavement, planning a family led or do it yourself funeral and consumer rights. Read 'The Natural Death Handbook.
SANDS Stillbirth and neonatal death society Tel: 0207 4367940 - details of local support will be made available from this service Helpline: Tel: 0808 164 3332 10.00am to 5.30pm Website: www.uk-sands.org	Stillbirth and neonatal death society provides support for bereaved parents whose baby is stillborn or dies within the first 28 days of life.

ORGANISATION AND CONTACT DETAILS	INFORMATION
The WAY (Widowed and Young)	WAY supports young widowed men
Foundation	and women (aged 50 and under) as
Email:	they adjust to life after the death of
enquiries@widowedandyoung.org.uk	their partner – whether that was a
Website: www.widowedandyoung.org.uk	month, a year, or ten years ago.

LOCAL SERVICES IN RELATION TO CHILDREN		
ORGANISATION AND CONTACT DETAILS	INFORMATION	
Cruse Bereavement Care Hastings and Rother area Tel: 01323 642942 Email: cruse@cruseeastsussex.org.uk Website: www.cruse.org.uk	Offers one-to-one counselling, information, publications, and support for children who have been bereaved. See also info under National Organisations for Cruse Hope Again.	
Dragonflies Children and Young People Bereavement Project Nicholas Centre 66 London Road St Leonards on Sea TN37 6AS Tel: 01424 423683 Mobile 07776 175159 Email: istiebritz@fsncharity.co.uk Website: www.fsncharity.co.uk	A free bereavement service supporting children, young people and their families.	
Miscarriage Association 17 Wentworth Terrace, Wakefield, WF1 3QW Telephone Helpline 01924 200799 Monday to Friday 9.00am – 4.00pm Email: info@miscarriageassociation.org.uk Website: www.miscarriageassociation.org.uk	A registered charity providing support and information for anyone affected by pregnancy loss.	

NATIONAL ORGANISATIONS IN RELATION TO CHILDREN		
ORGANISATION AND CONTACT DETAILS	INFORMATION	
Child Bereavement UK Telephone: 0800 02 888 40 Email: support@childbereavementuk.org Website: www.childbereavementuk.org	Child Bereavement UK is a national organisation that supports families when a baby or child of any age dies or is dying, or when a child is facing bereavement.	
The Child Death Helpline Tel: 0800 282986 or if ringing from a mobile 0808 800 6019 Monday to Friday 10.00am - 1.00pm Tuesday and Wednesday 1.00pm - 4.00pm Every evening 7.00pm - 10.00pm Website: www.childdeathhelpline.org.uk	Freephone confidential helpline open every day of the year for anyone affected by the death of a child.	
The Compassionate Friends (TCF) National Helpline: 0345 123 2304 Available for support and information daily from 10.00am - 4.00pm and 7.00pm - 10.00pm. The line is always answered by a bereaved parent Email: helpline@tcf.org.uk Website: www.tcf.org.uk	TCF is a charitable organisation of bereaved parents, siblings and grandparents dedicated to the support and care of those who have suffered the death of a child/children.	
Cruse Bereavement Care – Hope Again National Helpline 0808 808 1677 Email: hopeagain@cruse.org.uk Website: www.hopeagain.org.uk	Hope Again is a website developed by Cruse Bereavement Care's Youth Involvement Project which aims to support young people after the death of someone close to them.	
Grief Encounter Project Tel: 0208 371 8455 Monday to Friday 9.00am – 5.00pm Website: www.griefencounter.org.uk	Offers support and information to bereaved children and families.	

NATIONAL ORGANISATIONS IN RELATION TO CHILDREN		
ORGANISATION AND CONTACT DETAILS	INFORMATION	
Muslim Youth Helpline (MYH) Freephone from all UK landlines - 0808 808 2008 Text: 07860 022811 Email: help@myh.org.uk Website: www.myh.org.uk	Helpline and Web Chat Hours. Monday - Friday 6.00am -12.00am Saturday - Sunday 12.00pm – 12.00am	
National Debtline Tel: 0808 808 4000 Monday to Friday 9.00am – 9.00pm Saturday 9.30am – 1.00pm Website: www.nationaldebtline.org	A free, confidential, debt advice service for people in England, Wales and Scotland, run by the charity the Money Advice Trust. Telephone/Webchat advice and online guides, fact sheets, budget tools and sample letters.	
Partnership for Children Good mental health for children, helping your child cope with bereavement 0208 974 6004 Website: www.partnershipforchildren.org.uk	Website promoting good mental health for children – for life. Programmes and resources to help young children around the world to communicate effectively, to cope with their anxieties and difficulties, and to develop skills for life.	
SANDS (Stillbirth and Neonatal Death Charity) National Helpline: 0808 164 3332 Monday to Friday – 9.30am – 5.30pm and Tuesday to Thursday evening – 6.00pm – 10.00pm Email: helpline@uk-sands.org Telephone enquiries: 020 7436 7940 or Email: support@uk-sands.org Website: www.uk-sands.org or www.why17.org Write to: Sands, Victoria Charity Centre, 11 Belgrave Road, London SW1V 1RB	SANDS is an organisation that can offer you practical help or emotional support when your baby has died before, during or shortly after birth. The helpline team are there to listen and give support. They can advise you about finding local help, whether from a SANDS group or other counselling services, and have information about other relevant support organisations.	

NATIONAL ORGANISATIONS IN RELATION TO CHILDREN		
ORGANISATION AND CONTACT DETAILS	INFORMATION	
War Widows Association Tel: 0845 2412 189 Email: info@warwidows.org.uk Website: www.warwidows.org.uk	The War Widows' Association is essentially a pressure group and exists to improve the conditions of War Widows and their dependants in Great Britain. Its work encompasses those who have suffered bereavement as a result of World War II and all conflicts since then including Iraq and Afghanistan. The WWA also represents those who have suffered the loss of their partner in peacetime, when the death was attributable to their service life.	
Winston's Wish National Helpline: 0808 802 0021 Monday to Friday 9.00am – 5.00pm, Wednesday evening 7.00pm – 9.30pm General enquiries: 01242 515 157 Email: info@winstonswish.org.uk Website: www.winstonswish.org.uk	Charity offering practical support and guidance to bereaved children, their families and professionals.	

The organisations listed in this booklet may be of some help to you in your loss. We apologise for any address or telephone number changes which may occur after printing and any changes to services thereafter.

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Notes

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