

Quartz Valley Indian Reservation
Family Services
Burial Fund

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Burial Assistance Application Checklist

A completed application must have the following documents:

For Official Use Only	DOCUMENTS	Date Submitted
	A completed Burial Assistance Application <i>(all sections must be completed)</i>	
	Copy of the deceased Enrollment Card or Verification of Enrollment	
	Copy of the final Death Certificate	
	Final invoice from the Funeral Home	

- ◆ An application will not be processed until it is complete.

- ◆ The deceased must be an enrolled Quartz Valley Indian Reservation Tribal Member.

- ◆ We must have a copy of the final death certificate and a final invoice from the funeral home before we will process the application.

- ◆ When the application is complete, we will notify you of the status of your application.

Quartz Valley Indian Reservation
Burial Assistance Application

Name of Applicant: _____		Date: _____
Street Address: _____		
Mailing Address: _____		
Main Phone: _____	Message Phone: _____	
Burial Assistance:		
<p>The Burial Fund was established to provide financial assistance toward funeral cost to assure a dignified burial for the deceased and assistance to the family in a time of need.</p>		
Eligibility Time Period: Once/Lifetime Amount of Assistance: \$5,000.00		
<p>1. The descendent must have been an enrolled member. The person completing the application on behalf of descendent family must be "Next of Kin." Cases of dispute will be determined by action of the Business Council. _____ (initial)</p>		
<p>2. The application must be supported by presentation of the death certificate or other official documentation of death provided by the funeral home. If the funeral home is unable to provide documentation in a timely manner, program staff may verify the information via telephone so that the family's portion of the assistance may be paid. Written consent must be received before release of the check to the funeral home. _____ (initial)</p>		
<p>3. The tribe will pay \$4,250.00 directly to the funeral home and up to \$750.00 to the family to provide for additional expenses, or the family may request that all funds be paid to the funeral home. _____ (initial)</p>		

Name of Deceased: _____	Enrollment #: _____
Relationship to Deceased: _____	

Affidavit of Death

I, the undersigned, attest that I am an authorized representative of a funeral home taking charge of the above named deceased. I agree to provide, with permission from the family, a copy of the death certificate when it becomes available from the state.

Signature: _____ Name (printed): _____

Name of Funeral Home: _____

Address of Funeral Home: _____

Date of planned interment: _____	Date: _____
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What Services are Covered by this Fund?

- 1) Funeral Home Director Services
- 2) Initial removal of the deceased to the funeral home
- 3) Funeral arrangements
- 4) Filing necessary authorization and permits
- 5) Recording vital statistics
- 6) Preparation and placement of obituary notices
- 7) Embalming
- 8) Preparation and care of the deceased (dressing, restorative work, cosmetics, casketing)
- 9) Provision of the funeral coach/van if requested for the funeral service
- 10) Conduction of the funeral service/visitation
- 11) Choice of registration book (guest book)
- 12) Choice of memorial folders
- 13) Choice of Thank you cards
- 14) Choice of casket
- 15) Temporary metal graveside marker at the cemetery
- 16) Cremation services and choice of urn
- 17) Transportation of the deceased from another city or state is allowable cost with the understanding that this cost is included in the \$5,000.00 budget limit.
- 18) Headstone Expense

The combination of funeral service expenses covered cannot exceed \$5,000.00; any amount above \$5,000.00 will be the responsibility of the family.

Quartz Valley Indian Reservation (QVIR)

Family Services

Burial Fund

Policy and Procedure

❖ Purpose

- The Burial Fund was established to provide financial assistance toward funeral cost to assure a dignified burial for the deceased and assistance to the family in a time of need.

❖ Definitions

- *Enrolled Tribal Member*
 - A Quartz Valley Indian Reservation Member that has a valid Tribal Enrollment number and is Federally Recognized through the Quartz Valley Indian Reservation.
- *Death Certificate*
 - An official document setting forth particulars relating to a dead person, including name, date of birth and death, and cause of death, usually certified to by a doctor as to the cause of death.
- *Public Notice*
 - Obituary
- *Next-of-Kin*
 - The individual(s) of closest consanguinity to a decedent
- *Power of Attorney*
 - A written instrument whereby someone is granted the right to perform certain acts as the agent of the grantor
- *Family Member*
 - A person from a group of people related by ancestry or marriage, relatives
- *Legal Guardian*
 - a person legally placed in charge of the affairs of a minor or of a person of unsound mind

❖ Eligibility

- The Deceased must be an enrolled Quartz Valley Indian Reservation Tribal Member

❖ Application

- All sections of the Burial Assistance Application must be completed in order for Burial Assistance to be processed by QVIR.
- QVIR understands in events such as death, family members need time to grieve; therefore, a time frame of 60 days has been set to process this application.
 - Must be filed within 60 days of the Date of Death in order to be processed for financial assistance.
- Must have a copy of the Final Death Certificate or Public Notice before QVIR will process the Application.
 - In the event the funeral home is unable to provide documentation in a timely manner, program staff may verify the information via telephone so that the family's portion of the assistance may be paid.
 - This will be documented and received written consent.

- Personal Information must Include:
 - Name of Requester
 - The person requesting and completing the application on behalf of the deceased member must be Next-of-Kin, Power of Attorney, or Family Member who is legally responsible for making the Funeral/Burial arrangements.
 - Name of Deceased
 - Relationship to Deceased
 - Address of Requester
 - Telephone Number(s) of Requester
 - Deceased Roll Number
 - Deceased Date of Birth

- Funeral Expenses
 - All funds are payable to providers upon approval or can be issued as reimbursement to family members with proof of payment. All expenses must be reported within 60 days from date of death. Original receipts constitute as proof of payment for reimbursement purposes. Funeral expenses exceeding the allotted amount from the above-mentioned sources shall be the responsibility of the deceased family or Next-of-Kin.
 - The Tribe will pay up to \$750.00 to the family to provide for additional expenses leaving a remaining balance of \$4,2500.00 to be paid directly to the Funeral home or the family may request that all funds be paid directly to the funeral home in the amount of \$5,000.00.
 - Funds may be used for the following:
 - All reasonable and customary funeral/burial expenses this includes but is not limited to:
 - Transportation of deceased to the funeral home from place of death and to the gravesite for burial
 - Care and preparation of the deceased for burial
 - Professional Services of Funeral Director and staff
 - Use of a facility for visitation, funeral, memorial service, ceremony
 - Clergy of person officiating at the service or ceremony
 - Casket
 - Gravesite
 - Opening and closing of grave
 - Death Certificate/Permits
 - Flowers
 - Food for Reception
 - Announcements
 - Other
 - Must be explained by requester and have prior approval before payment can be issued.
 - Food for the Wake or Reception
 - Transportation for immediate family (spouse and/or children of deceased)
 - Personal needs for the deceased
 - Payment for Person(s) responsible for digging the grave, if required.

❖ **Determined Amount**

- QVIR has a set amount of \$5000.00 that cannot be exceeded when filing or requesting financial assistance for Funeral/Burial Services.
 - Tribe will pay up to \$750.00 to the family to provide for additional expenses; and use the remaining balance towards payment to Funeral/Burial Services.

❖ **Time Frame**

- A completed application with all supporting documentation must be submitted to the Social Service Program no later than 60 days from the date of death in order to be processed for financial assistance.

❖ **Individual Requesting**

- Must be Next-of-Kin, Power of Attorney, or Family Member who is legally responsible for making the Funeral/Burial Arrangements.
- If the deceased is a dependent child (includes children ages 0-18 years of age) the legal mother, father, or legal Guardian must apply on behalf of the child.

❖ **Documentation**

- Original Burial Assistance Application completed.
- Copy of the Final Death Certificate, Obituary, or Affidavit of Death filled out by the Funeral Home Representative.
 - The application must be supported by presentation of the death certificate, obituary or other official documentation of death provided by the funeral home. In the event the funeral home is unable to provide documentation in a timely manner, program staff may verify the information via telephone so that the family's portion of the assistance may be paid.
 - Written consent must be received before release of the check to the funeral home.
- Final Invoice from the Funeral Home
- Copy of the Deceased Enrollment Card or Verification of Enrollment

❖ **How to make a Request**

- Procedure
 - Contact QVIR for Application
 - Request may be made in person, by telephone, by mail to the designated staff member of QVIR Social Service Program.
 - Complete application and submit to Social Service Program
 - Submit all needed documentation this includes invoices
 - Determine expenses
- QVIR Staff's Responsibilities
 - Explain the Policy to the responsible party
 - Fill out, or help applicant fill out, the application
 - Research information needed that the applicant may need through the Tribal office, Hospital, Funeral Home, family members or friends.
 - Obtaining information needed
 - Tribal enrollment certificate, Social Security Number, Death Certificate or Obituary from Newspaper, Invoice from the Funeral Home.
 - Contact the Funeral Home and inform them of the funds available, instruct the funeral Director to fax or mail their invoice to the office where the application is made.

- Call the QVIR Gymnasium Coordinator if the community building is going to be needed.
 - Fax or Send application to Reserve Gymnasium
- Send copy of Death Certificate or public notice to Enrollment Department
- Fill out Purchase Order from to purchase food and give to applicant.
- Inform applicant on how to bring in or send the receipt from purchase for reimbursement.
- In the event a Tribal Credit Card is required, the designated staff member will perform this action