

MEEKER COUNTY, MINNESOTA
BOARD OF COMMISSIONERS
Work Session Agenda
June 25, 2019

8:30 Meeting Called to Order

- Amendments to the Agenda

Paul Bukovich, Social Services Director

- County-Paid Burial Policy and Rates Discussion

Office of the Revisor of Statutes

2018 Minnesota Statutes

[Authenticate](#) **256.935 FUNERAL EXPENSES, PAYMENT BY COUNTY AGENCY.**

§ Subdivision 1. **Cremation, burial, and funeral expenses.** On the death of any person receiving public assistance through MFIP, the county agency shall attempt to contact the decedent's spouse or next of kin. If the agency is not able to contact a spouse or next of kin and the personal preferences of the decedent or the practices of the decedent's faith tradition are not known, the agency shall pay for cremation of the person's remains and the burial or interment if the spouse or next of kin does not want to take possession of the ashes. If the county agency contacts the decedent's spouse or next of kin and it is determined that cremation is not in accordance with the decedent's personal preferences or the practices of the decedent's faith tradition or the personal preferences of the decedent's spouse or the decedent's next of kin, the county agency shall pay an amount for funeral expenses including the transportation of the body into or out of the community in which the deceased resided not exceeding the amount paid for comparable services under section 261.035 plus actual cemetery charges. No cremation, burial, or funeral expenses shall be paid if the estate of the deceased is sufficient to pay such expenses or if the spouse, who was legally responsible for the support of the deceased while living, is able to pay such expenses. Freedom of choice in the selection of a funeral director shall be granted to persons lawfully authorized to make arrangements for the cremation or burial of any such deceased recipient. In determining the sufficiency of such estate, due regard shall be had for the nature and marketability of the assets of the estate. The county agency may grant cremation, burial, or funeral expenses where the sale would cause undue loss to the estate. Any amount paid for cremation, burial, or funeral expenses shall be a prior claim against the estate, as provided in section 524.3-805, and any amount recovered shall be reimbursed to the agency which paid the expenses. The commissioner shall specify requirements for reports, including fiscal reports, according to section 256.01, subdivision 2, paragraph (p). The state share shall pay the entire amount of county agency expenditures. Benefits shall be issued to recipients by the state or county subject to provisions of section 256.017.

Subd. 2. [Repealed, 3Sp1981 c 3 s 20]

History: Ex1971 c 16 s 4,5; 1973 c 717 s 15; 1976 c 239 s 81; 1986 c 444; 1988 c 719 art 8 s 9; 1989 c 89 s 9; 1Sp1989 c 1 art 16 s 5; 1990 c 568 art 4 s 84; 1991 c 292 art 5 s 25; 1992 c 513 art 8 s 13; 1997 c 85 art 4 s 13; 1997 c 203 art 11 s 5; 1999 c 159 s 45; 2009 c 174 art 1 s 4

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Office of the Revisor of Statutes

2018 Minnesota Statutes

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261.035 CREMATION, BURIAL, AND FUNERALS AT EXPENSE OF COUNTY.

When a person dies in any county without apparent means to provide for that person's funeral or final disposition, the county board shall first investigate to determine whether that person had contracted for any prepaid funeral arrangements. If prepaid arrangements have been made, the county shall authorize arrangements to be implemented in accord with the instructions of the deceased. If it is determined that the person did not leave sufficient means to defray the necessary expenses of a funeral and final disposition, nor any spouse of sufficient ability to procure the burial, the county board shall pay for cremation of the person's remains and the person's burial or interment if the spouse or next of kin does not want to take possession of the ashes. If it is determined that cremation is not in accordance with the decedent's personal preferences or the known practices of the decedent's faith tradition or the personal preferences of the decedent's spouse or the decedent's next of kin, the county board shall provide for a burial and funeral. Any burial, funeral, and final disposition provided at the expense of the county shall be in accordance with personal preferences or known practices of the decedent's faith tradition or the personal preferences of the decedent's spouse or the decedent's next of kin. If neither the wishes of the decedent nor the practices of the decedent's faith tradition are known, and the county has no information about the existence of or location of any next of kin, the county may provide for cremation of the person's remains and burial or interment.

History: *(3176) RL s 1503; 1984 c 534 s 28; 1986 c 444; 1991 c 292 art 3 s 32; 1992 c 513 art 8 s 50; 2009 c 174 art 1 s 10*

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**COUNTY BURIAL AND FUNERAL ALLOWANCE EXPENDITURE POLICY
EFFECTIVE 09/01/09; REVISED 03/18/19**

In order to assist the Meeker County Social Service administration with their responsibility to provide funeral service and disposition funds to qualified recipients, and in order to allow funeral service providers flexibility to meet the needs of families, Meeker County commissioners have agreed to and accepted the following proposal:

- Social Services will review all funeral fund requests. No payment will be remitted without approval by Social Services prior to any services being selected. Applications must be made before the funeral arrangement agreement is completed unless weekends, holidays or extraordinary circumstances prevent a timely application.
- With the exception of transportation from the place of death, a total payment of \$2400.00 will be remitted to the funeral service provider for the provision of funeral/disposition services.
- Transportation reimbursement from the place of death will be paid at a rate of \$1.25 per loaded mile outside a 20-mile radius of the funeral service provider, not to exceed a total of \$150.00.
- It will be the responsibility of the individual legally in charge of disposition (applicant) to choose a funeral service provider.
- At minimum, the funeral service provider will determine and provide necessary services, casket, grave liner, grave space, and grave opening/closing for the county allowance of \$2400.00.
- Funds of the decedent, the decedent's spouse or the parents (if the decedent is a minor child) that may be available to pay for funeral expenses, including but not limited to bank accounts, wages, life insurance, retirement plans, cash, and monies from crowd funding sources such as benefits, fundraisers or online sources (e.g., GoFundMe accounts) will be deducted from the \$2400.00 allowed by the County. When available funds exceed the \$2400.00 limit, no County dollars will be expended toward funeral expenses.
- If individuals or a group of individuals other than the decedent's spouse or parents (if the decedent is a minor child) choose to select services other than or in addition to the minimum allowed, said individuals will assume responsibility for any and all expenses that exceed the \$2400.00 allowance. These expenses may include, but are not limited to, services, merchandise, interment fees, markers, final dates, visitation, memorial paper products, cash advances, flowers, clothing, honorariums, etc.
- Minimum cemetery expenses are included in the \$2400.00 allowance. Meeker County or the funeral allowance plan does not cover additional expenses other than the minimum. These expenses may include, but are not limited to, grave lot or grave opening and closing (if other than minimum provided), perpetual care, winter burial costs or snow removal, etc.

Paul Bukovich – Director of Social Services

SocServ.Info@co.meeker.mn.us

www.co.meeker.mn.us/239/Social-Services

Equal Opportunity Employer

Big Stone - effective 1/2019

\$2900 for traditional

\$2500 for cremation

All inclusive.

We will cover such items as oversized casket, extra mileage, etc. on a case by case basis.

Carver County Burial Policy

Pursuant to MN Statute 261.035, Carver County Health and Human Services will pay the funeral expenses for indigent persons whose resources are insufficient to meet the costs of burial or if the resources of a financially responsible relative (spouse or parents of minor children) are insufficient to meet the costs of a burial.

The Carver County burial policy will be followed for all eligible persons who are the financial responsibility of Carver County.

Under this policy, burials paid for by Carver County will be by cremation. If it is determined that cremation is not in accordance with the decedent's personal preferences or the known practices of the decedent's faith tradition or the personal preferences of the decedent's spouse or the decedent's next of kin, the county board shall provide for a burial and funeral. All exception requests must be made in writing and will be reviewed on a case-by-case basis and approved by the Agency Director or their designee.

At no time will Carver County pay for a weekend burial if additional expenses above and beyond the limits set forth herein are incurred due to the weekend scheduling.

Applications for a county paid burial must be completed with Carver County Health and Human Services. Upon completion and verification of the application and receipt of a Statement of Goods and Services, authorization will be given to the funeral director if approved. All county burials **MUST RECEIVE PRIOR AUTHORIZATION**. The funeral director must complete and return a Declaration and Claim of Funeral Director for Payment of Income Maintenance Burial before payment will be made.

All available resources of the deceased, or financially responsible relative, must be applied to the maximum county contribution. No funeral expenses will be paid if resources are sufficient to pay the burial costs. A surviving spouse may be allowed to keep up to \$3,000 of their own assets to maintain themselves in the community.

A claim will be filed against the estate of the deceased for any funds expended by Carver County. It is understood that all resources (including but not limited to the balance of the checking/savings account) of the decedent shall be remitted to Carver County Health and Human Services to offset the expenses of the county burial. If the deceased is entitled to death benefits from any source, the benefits will be collected by Carver County.

Direct Cremation		Traditional Burial	
Professional Services	\$1,800.00	Professional Services	\$1,800.00
Cremation Fee and container	\$ 750.00	Casket	Actual, up to \$500.00
Casket rental or purchase may not be a separate or added fee		Vault/Grave Liner	Actual, up to \$550.00
		Cemetery lot and opening/closing	Actual invoice
		Transportation per loaded mile	\$1.75 per mile, not to exceed 150 miles
Total cost for cremation not to exceed	\$2,550.00	Total cost for traditional burial not to exceed	\$3,600.00

***The County will not pay for accessory services or items such as flowers, honorariums, music, processions, clothes, printed material, food, obituaries, death certificates or other such items. The family may contribute up to \$500 of their own funds towards these items.

LIFE INSURANCE

Name of Company/Fund	Amount	Beneficiary
	\$	
	\$	
	\$	

SAVINGS/CHECKING/CASH ON HAND

Name of Bank/Address	Account Number	Account Balance
		\$
		\$
		\$

OTHER ASSETS (STOCKS, BONDS, CD'S, ETC.)

Type of Asset	Amount
	\$
	\$
	\$

VEHICLES & EQUIPMENT (CARS, MOTORCYCLES, BOATS, CAMPERS, SNOWMOBILES, MACHINERY, ETC.)

	Value
	\$
	\$
	\$

REAL ESTATE/PROPERTY

Type of Property	Address/Location	Value
Home/homestead		\$
Rental property		\$
Other non-homestead property		\$
Livestock		\$

ASSETS OF RESPONSIBLE NEXT OF KIN

Name of Next of Kin	Relationship to Deceased

Are any of the next of kin named beneficiary on any of the Deceased's insurance policies?	Yes / No
Are any of the next of kin a joint owner or "payee on death" of any of the Deceased's assets?	Yes / No
If "Yes," specify what assets and the estimated value:	
	\$
	\$
	\$
	\$

Any information supplied on this application can be verified. False reporting of assets or financial responsibility can be prosecuted as fraud.

To the best of my knowledge all the above statements are true and correct.

Signed _____ Date _____

Printed Name _____ Phone _____

Mailing Address _____

Relationship to the Deceased _____

<u>County Use ONLY</u>	
Approved for County Burial Assistance: [] Yes [] No	Case # _____
The county payment will be \$ _____	
Approved by (county staff) _____	Date _____



CARVER COUNTY

COMMUNITY SOCIAL SERVICES
HUMAN SERVICES BUILDING
602 EAST 4TH STREET
CHASKA, MINNESOTA 55318-2191
PHONE: 952-361-1600
FAX: 952-361-1660

Carver County Community Social Services
INFORMED CONSENT FOR THE RELEASE OF INFORMATION

I, _____, hereby authorize Carver County Community Social Services
(Name of Individual)
to disclose to and/or exchange with: _____ (Funeral Provider)
(Person organization to which disclosure is to be made)

The following information regarding: _____
(Person whose information is to be disclosed)

- Utility Expense
- Shelter Costs
- Medical Records
- Employment Verification
- GRH Grant
- Spendown/Waiver Obligation
- PMAP/MSHO
- Admission/Discharge Date

Other: Funeral Arrangements

for purposes of Obtaining assistance for funeral expenses

I understand that my records are protected under State and Federal confidentiality regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time and that in any event this consent expires automatically as described below. I understand that information maintained by the organization named above is limited to staff whose work assignments reasonably require access to such information within the purposes specified in the services provided.

I further understand that unless specified otherwise below, this Informed Consent will continue in effect during my participation or within one year, whichever is less, within the program for which disclosure of the above-described data is made.

If a specific expiration date other than the above, so state:

Executed this _____ day of _____, _____.

Signature of Client _____

If client is minor or incompetent, signature of
Parent, Guardian, or Authorized Representative

For Agency Use Only	
Case Name: _____	MAXIS Case # _____

DECLARATION AND CLAIM OF
FUNERAL DIRECTOR FOR PAYMENT
OF INCOME MAINTENANCE BURIAL

In the matter of the funeral for

Carver County Health & Human Services

(Names of Deceased)

MAXIS Case #: _____

states: _____

(Name of Funeral Director and Address)

1. That s/he is a licensed funeral director located at _____; that s/he has provided funeral services for the above-named deceased person who passed away on _____. The above-named recipient was on _____ (program name).
2. That funeral arrangements were made by _____.
3. That s/he has furnished service within the provisions of the statute.
4. That s/he has been assured by Rod Franks, Director, Carver County Health & Human Services Board, that the burial costs will be allowed in accordance of the Carver County Burial, to not exceed _____.

I declare under the penalties of perjury that I am _____

(title)

of _____, making the within claim; that I have examined said
(firm)

claim and that the same is just and true; that the money therein charged was actually paid for the purposes therein stated; that the property therein charged was actually delivered or used for the purposes therein stated and was of the value therein charged; that the services therein charged were actually rendered and were of the value therein charged; that the fees therein charged are official and are such as allowed by law; and that no part of said claim has been paid.

Signature of Claimant

POLICY/PROCEDURE

Subject: Burial/Funeral Policy

Unit: **Income Maintenance**

Date of Board Approval: 12/14/14 **Effective Date:** 1/1/2015

Reference: Minnesota Statute 261.035

- 1) Chippewa County will pay actual cost up to the following maximum amount:
 - A. Professional services \$1,500.00
 - B. Crematory charges \$ 600.00
 - o includes container/receptacle for ashes
 - C. Casket \$ 525.00
Vault \$ 600.00
 - D. Total cemetery costs \$1,280.00
 - o includes plot, opening/closing costs and miscellaneous fees
 - E. Oversized need At cost
 - F. Mileage paid by applicant Beyond 50 mile radius from Chippewa County seat
- 2) All Funeral/Burial Assistance services must be conducted by a Licensed Funeral Home/Facility.
- 3) All requests/applications for Burial Assistance must be made prior to the funeral; Chippewa County requires prior authorization of all costs in advance.
- *4) If Chippewa County is financially responsible for a burial, costs cannot exceed county approved rates. If sources of funding other than those listed below are used to reimburse costs at levels above these rates, Chippewa County will not provide any reimbursement for the burial/funeral.
- 5) Any amount paid for burial/funeral expense shall be a priority claim against the individual's estate. Chippewa County will pursue recovery from the deceased individual/households' available assets. Chippewa County will pursue recovery of benefits payable from Social Security, Veteran's Administration, insurance and pre-paid burials. Any amount recovered shall be reimbursed to Chippewa County as recovery for burial/funeral expenses.

6) A County funded burial will not be paid if the spouse's assets exceed \$12,000.00.

*Note: Miscellaneous costs such as memorial and acknowledgment cards, register books, flowers, music, etc. will not be paid by Chippewa County burial funds. The funeral home may charge these miscellaneous expenses to the deceased person's family. These items must not be paid out of the deceased persons remaining assets/estate.

Douglas County Social Services

County Burial Allowance

Policy Statement

Title: County Burial Allowance

Effective: January 01, 2010

Purpose: To specify the terms of burials paid for at County expense.

Reference: M.S. 261.035

Personnel Responsible: Collection Officer

Basic Eligibility

If it is determined that a person does not leave sufficient means to defray the necessary expenses of burial, nor any relative have sufficient ability to procure the burial, the Douglas County Board of Commissioners will insure that financial arrangements are made to insure a proper burial.

Application

To affect this policy, Social Services will require that a responsible family member complete a Request for County Burial Application. This document must be completed prior to the final funeral arrangements. (If death occurs on a weekend and no one at Social Services can be contacted, the Funeral Director should proceed with the idea it might be a County paid burial. The family must contact Social Services the first business day following the weekend.) Social Services will make its determination of eligibility in a timely manner.

Allowance

Traditional Burial and Cremation is a flat rate of \$3,200.00. Funds are paid directly to the Funeral Home.

This rate includes Professional Services associated with a traditional burial and cremation (Cost of the service, embalming, initial transfer, facilities, equipment, visitation, casket, outside burial container/vault, cemetery charges, burial plot and mileage.)

The funeral home may charge miscellaneous expenses such as memorial cards, register books, acknowledgment cards, flowers, music, luncheon, video tribute, etc. to the deceased person's family. A County paid burial cannot exceed the amount adopted by the Douglas County Board of Commissioners.

Infants and Children

Reimbursement for funeral expenses for infants and children will be determined on a case by case basis.

Application of Assets

Assets of the deceased person must be applied toward the funeral expense. Death benefits payable from Social Security, Veteran's allowance, payroll benefits, insurance and other sources must be applied towards the County paid allowance first. The balance after deduction should be billed to Douglas County Social Services.

**Kandiyohi County Health and Human Services
Policy and Procedure Manual**

<input checked="" type="checkbox"/> Policy	Division: Income Maintenance	Date Adopted: July 7, 1998
<input checked="" type="checkbox"/> Procedure		
Location: S:\Shared\Policies\Policy 3 Income Maintenance\County Paid Burial Policy-Procedure 10.16.18.docx	Code	Date Effective: August 1, 1998 Revised: 7.1.2008, 1.16.2018, 10.16.2018
Reference: See Authority below.		
Title: Kandiyohi County Health and Human Services County Burial Policy and Procedures		
Purpose: In accordance with Minnesota Statutes 261.035, Kandiyohi County Health and Human Services will provide for the immediate burial or direct cremation for residents of the county who are otherwise unable to pay the cost of burial or interment.		
Personnel Responsible: Income Maintenance and Fiscal Supervisors Income Maintenance staff Accounting Staff		

I. Purpose

- a. In accordance with Minnesota Statutes 261.035, Kandiyohi County Health and Human Services will provide for the immediate burial or direct cremation for residents of the county who are otherwise unable to pay the cost of burial or interment.

II. Authority

- a. The following Minnesota statutes grant authority for counties to provide county burial funds for eligible persons:
Minnesota Statutes 261.035 <https://www.revisor.mn.gov/statutes/?id=261.035>
Minnesota Statute 261.04 <https://www.revisor.mn.gov/statutes/?id=261.04>
Minnesota Statute 256.935 <https://www.revisor.mn.gov/statutes/?id=256.935>
- b. The following Minnesota Statute grants authority for counties to collect personal property from any person indebted to the county:
Minnesota Statute 524.3-805 <https://www.revisor.mn.gov/statutes/?id=524.3-1201>
- c. Kandiyohi County Board Approval: initial 7/7/98, revision 7/1/08, revision 1/16/18

III. General Policy

- a. When a person dies without apparent means to provide for their final burial or interment, the surviving spouse or other responsible relative may apply for county burial funds to assist in paying for those expenses.
- b. The income and assets of the deceased person (and surviving spouse) will be reviewed during the application process to determine if there is eligibility for payment of the deceased's burial.
- c. Kandiyohi County Health and Human Services shall be contacted immediately if any income or resources become available to the deceased person's estate.

IV. County Burial Application and Payment Policies

- a. An applicant or responsible relative applying for county burial funds should complete a county burial application prior to the funeral planning. There will be no payment made for non-approved expenses arranged prior to county approval.
- b. The county burial application will be forwarded to Kandiyohi County Health and Human Services for review of eligibility for county burial funds.

- c. If death occurs on a weekend, the mortician should proceed with the idea that the funeral might be paid through county burial funds. The county should be contacted the first working day following the weekend or holiday.
- d. The responsible relative/family shall have the choice of funeral directors.
- e. Upon approval of the county burial, KCHHS staff will contact the selected funeral home with the approved amount and payment arrangements.
- f. Relatives may pay for non-covered items such as minister, music, flowers and clothing. Relatives may not, however, upgrade any of the items covered by the county allowance.
- g. Eligibility for partial or total county payment of burial expenses will be determined in the following manner:
 - The county will determine available assets, resources and death benefits of the decedent and responsible relative to pay for disposition. According to Minnesota statute, counties are not responsible for funeral expenses if the estate of the deceased, or responsible relative, is sufficient to pay such expenses. The definition of a responsible relative is a spouse or parents of a minor.
 1. If the case is currently open on an assistance program, the file should be reviewed for evidence of any existing resources.
 2. If the deceased person is not a current recipient of any assistance, the person completing the application will be required to obtain and provide current information of any potential assets or benefits.
 - Eligibility for County disposition will be reduced by the amount of resources immediately available to be paid directly to the funeral home.
 - The county will determine earned and unearned income that is considered available. The only allowable expenses include current child support obligations, current rent and current utilities.
 - The application for county disposition will be denied if resources are in excess of the county burial allowance.
 - County burial will be denied if there is real property in the deceased person or spouse's name.
 - If a review of any available records shows that the decedent ever made improper transfers of assets which could have been used to cover funeral expenses, the burial request will be denied. Improper transfer of assets will be determined utilizing the health care programs rules, definitions and calculations.
 - The responsible relative must apply for any available death benefits including but not limited to Life Insurance, Social Security (available only to surviving spouse) and Veteran's Benefits. Any death benefits available shall be reimbursed to the county.

V. County of Financial Responsibility For Payment of County Burial Funds

- a. If the deceased is a resident of Kandiyohi County, and is eligible for a county burial, the payment of county burial costs would be the responsibility of Kandiyohi County.
- b. If the deceased is on public assistance with another county of financial responsibility (CFR), the funeral home should be referred to that county for their policies related to eligibility for payment of burial costs. Kandiyohi County will refer the funeral home to the proper county for consultation in these cases.

VI. County Burial Costs

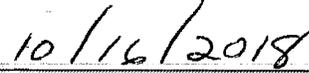
Service	Includes	Cost
Professional Services	Embalming Use of Facilities Visitation (1 hr prior to service) Ceremony Removal to Funeral Home Use of Auto for funeral	\$2000.00

Merchandise		
Casket	If lower, actual cost If oversized, actual cost	Basic \$580.00
Vault (grave liner)	As required, actual cost	\$505.00
Cemetery needs at cost	Opening and closing of grave within 50 miles of Kandiyohi County	Costs will vary by cemetery
Mileage		\$1.50 per loaded mile not to exceed 50 miles
Cremation	All inclusive	\$2000.00

VII. Collections

- a. KCHHS staff approving the burial will forward the burial application and invoice to County Accounting Staff Collections Officer to pursue reimbursement for county burial funds paid.
- b. If county burial funds have already been paid, but additional assets, resources or benefits of the deceased are discovered, Accounting Staff would pursue reimbursement for the county burial funds expended.
- c. The County Accounting Staff will obtain a certified copy of the death certificate from the funeral home upon approval of the county burial funds.
- d. At least 30 days after the deceased's death, an affidavit of collection will be filed by County Accounting Staff to close out any account held by the deceased but not accessible by the responsible relative.

Attachment: County Burial Application

Authored by: Barb Kavanagh, Financial Assistance Supervisor, July 1, 1998 Revised by: Sue Leal, Adult Income Maintenance Supervisor, July 7, 2008 Revised by: Leah Young and Deb Grunwald, Income Maintenance Supervisors January 16, 2018, October 16, 2018	
Adopted: July 1, 1998 Revision Adopted: July 7, 2008 Revision Adopted: January 16, 2018 Revision Adopted: October 16, 2018	Date Approved: July 1, 1998 Date Adopted: July 1, 1998 Date Effective: August 1, 1998 Reviewed/revised/Adopted: July 7, 2008 Reviewed/revised/Adopted: January 16, 2018 Reviewed/revised/Adopted: October 16, 2018
 <hr/> Chair, Kandiyohi County Board of Commissioners	
 <hr/> Date of Signature	

M:\Shared\Policies\Policy 3 Income Maintenance\County Paid Burial Policy-Procedure 1.16.18.docx

**KANDIYOHI COUNTY HEALTH AND HUMAN SERVICES
APPLICATION FOR COUNTY BURIAL FUNDS**

I would like to request funding from Kandiyohi County Health and Human Services for burial costs for my deceased family member. I have received the Kandiyohi County Health and Human Services county burial policy. I also understand that the cost of the burial cannot exceed the county limits and that there cannot be any enhancements to the standard county burial services that the funeral home provides for county burials. Memorial money collected can be used for flowers, clergy fees, luncheon, grave markers and other miscellaneous items which are not included in the services paid for by county burial funds.

Full name of deceased: _____

Deceased date of birth: _____ Date of death: _____ SSN: _____

Home address prior to death: _____

City: _____ State: _____ Zip: _____

Survived by Spouse: Yes No If living spouse, please complete the following:

Spouse full name: _____ Spouse SSN: _____

Spouse Address: _____

City: _____ State: _____ Zip: _____

Spouse Phone: _____

Funeral Home Information

Name: _____

Funeral Home Contact Person: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Family Contact Information

Family Contact Person: _____

Phone: _____ Relationship to deceased: _____

Address: _____

City: _____ State: _____ Zip: _____

Deceased Person's or Responsible Relative Assets/Income

According to Minnesota statute, counties are not responsible for funeral expenses if the estate of the deceased, or responsible relative, is sufficient to pay such expenses. The definition of a responsible relative is a spouse or parents of a minor.

Type of Assets/Income	Yes	No	Dollar Amount/Value	Type of Assets/Income	Yes	No	Dollar Amount/Value
Cash	<input type="checkbox"/>	<input type="checkbox"/>	_____	Social Security Death Benefit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Savings Account	<input type="checkbox"/>	<input type="checkbox"/>	_____	Damage Deposit to be returned	<input type="checkbox"/>	<input type="checkbox"/>	_____
Checking Account	<input type="checkbox"/>	<input type="checkbox"/>	_____	Renter or Tax Refund	<input type="checkbox"/>	<input type="checkbox"/>	_____
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	_____	Real Estate/Land	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stocks/Bonds/CDs	<input type="checkbox"/>	<input type="checkbox"/>	_____	Vehicle(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Annuity	<input type="checkbox"/>	<input type="checkbox"/>	_____	ATV/Snowmobile/Boat	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nursing Home Account	<input type="checkbox"/>	<input type="checkbox"/>	_____	Fish House/Camper/Guns	<input type="checkbox"/>	<input type="checkbox"/>	_____
Prepaid Burial Contract/Trust	<input type="checkbox"/>	<input type="checkbox"/>	_____	Collections/Antiques/Jewelry	<input type="checkbox"/>	<input type="checkbox"/>	_____
GoFundMe or Other Accts	<input type="checkbox"/>	<input type="checkbox"/>	_____	Family Member Contribution(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Railroad Benefit	<input type="checkbox"/>	<input type="checkbox"/>	_____	Other Resource account(s)	<input type="checkbox"/>	<input type="checkbox"/>	_____
VA Benefit	<input type="checkbox"/>	<input type="checkbox"/>	_____	Other Assets	<input type="checkbox"/>	<input type="checkbox"/>	_____
Burial lot	<input type="checkbox"/>	<input type="checkbox"/>	If yes, location of burial lot: _____				
On Public Assistance	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what program(s) _____				

I have read over the Kandiyohi County Burial Policy. I certify that the information on this county burial application is true and accurate to the best of my knowledge.

Name (print): _____ Date: _____

Signature: _____

Phone: _____ Relationship to deceased: _____

This area to be completed by Kandiyohi County Health and Human Services staff:

County Burial Application Decision: _____ Approved Denied

Notes: _____

County staff signature: _____ Date: _____

Kandiyohi County Health and Human Services

Policy and Procedure Manual

<input checked="" type="checkbox"/> Policy	Division: Accounting	Date Adopted: January 16, 2018
<input type="checkbox"/> Procedure		
Location: M:\Shared\Procedures\6.5 Accounting-Fiscal\MA Estate Recovery Reasonable Funeral Expenses 1-2018.doc	Code:	Date Effective: January 16, 2018
Title: MA Estate Recovery Reasonable Funeral Expenses Policy		
Purpose: To determine reasonable funeral expenses prior to MA estate collection		
Reference: MN DHS Bulletin #17-21-02		
Legal Authority: MN Statutes 149A.97, 256B.056, 256B.15, 501C.1205, 524.3-805		
Personnel Responsible: Accounting Staff		

Policy:

Federal and state law require DHS and local agencies to recover costs that the Medical Assistance (MA) program paid for its enrollees in some situations. One of the required recovery processes is called MA estate recovery.

When performing estate recovery, local agencies assert MA claims against the estate of a deceased MA enrollee, or the estate of a deceased enrollee's surviving spouse, to recover the costs MA paid for the health care the enrollee received at 55 years old or older.

If a deceased person's (decedent's) estate does not have enough assets to pay all the claims made against it, Minnesota law prioritizes payment of the decedent's "reasonable funeral expenses" before MA claims. Reasonable funeral expenses are paid from the estate before the county or the state can recover MA payments from the estate.

A. Reasonable Funeral Expenses

1. Reasonable funeral expenses include the following:
 - a. Expenses directly related to goods sold or offered for sale or rental in connection with the final disposition of the human body
 - b. Services sold in connection with the final disposition of the human body
 - c. Goods that may be used for funeral services
 - d. Services that may be used to prepare a human body for burial or a funeral service

2. Reasonable costs for the following items are paid before MA claims:
 - a. Certificate of death (up to five)
 - b. Mortuary expenses:
 - i. Cremation
 - ii. Embalming
 - iii. Casket (the least expensive casket for the deceased person's body size available at the funeral home)
 - iv. Clothing for the body, only if clothing is unavailable
 - c. Ground Transportation of the body
 - d. Interment:
 - i. Cemetery plot
 - ii. Opening and closing grave

- iii. Vault
- iv. Burial of cremated remains
- v. Grave marker
 - 1. Lowest-cost stone marker
 - 2. Engraving
- vi. Winter burial
- e. Memorial service, viewing, and visitation
 - i. **One** of the following:
 - 1. Public visitation service
 - 2. Funeral service
 - 3. Grave site service
 - ii. Fee or required donation for one officiant
 - iii. Music (one instrument or vocalist)
- f. One 24-line obituary without picture for a one-day run

B. Unreasonable Funeral Expenses

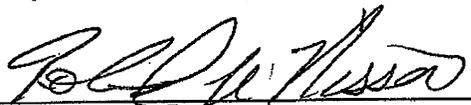
- 1. Expenses for these items are **not** paid before MA claims:
 - a. Family travel and lodging
 - b. Flowers (no matter the purpose or sender)
 - c. Food and beverage
 - d. Entertainment not listed above as a reasonable expense
 - e. Clothing, unless clothing for the deceased is unavailable
 - f. Police escort
 - g. Memorial cards and thank you cards including postage
 - h. Memorial donations
 - i. Planning costs

C. Prepaid Burial Trusts

- 1. If a decedent has a prepaid burial trust, the funds must "be distributed for the payment of the at-need funeral goods, funeral services, burial site goods, or burial site services selected, with any excess funds distributed to the beneficiary's estate." Minnesota Statutes, section 149A.97, subdivision 3a, clauses (9) and (10).
- 2. Funeral costs in excess of prepaid funds must be in accordance with this funeral expense policy. Prepaid funds that are not expended for the burial or cremation are subject to recovery.

D. Special Needs Trusts (SNTs) and Pooled Trusts

- 1. Minnesota law does not prioritize reasonable funeral expenses before MA claims in a decedent's special needs trust or pooled trust. Upon an MA enrollee's death, the Special Recovery Unit (SRU) at DHS works directly with any SNT or pooled trust to determine what, if any, types of funeral expenses may be allowed before payment to SRU for MA benefits. SRU requires that funeral expenses be submitted to SRU before any payments from an SNT or pooled trust are made. See Minnesota Statutes, section 501C.1205, subdivision 3, for special needs trusts and Minnesota Statutes, section 256B.056, subdivision 3b, for pooled trusts.

Authored by: Carol Tollefson, Accounting Supervisor, January 16, 2018	
Adopted: January 16, 2018	Date Approved: January 16, 2018
 Chair, Kandiyohi County Board of Commissioners	Date Adopted: January 16, 2018
	Date Effective: January 16, 2018

**LAC QUI PARLE COUNTY
REQUEST FOR COUNTY BURIAL**

LQP #49

1. Name of Deceased: _____ Date of Death: _____ Age: _____

2. Address: _____

City: _____ State: _____ Zip Code: _____

Deceased's Marital Status: Single Divorced Married Widowed Separated

Spouse's Name and Address: _____

3. Dependent Information:

List all Dependent Family Members of Deceased under age 18: _____

4. Is the deceased a veteran? Yes No

5. ASSETS: List any assets in the household. Check yes or no for each item. If yes, list the cash value and the owner.

			Value	Owner's Name
Cash	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Savings Accounts/ Certificates	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Checking Account	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Life Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Stocks/Bonds	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
IRA/Annuities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Trust Funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Motor Vehicles Make/Model/Year _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Burial Funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Burial Space Items	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Homestead	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Non Homestead	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Real Property	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Other Assets (List type) _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____
Contract-for-Deed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____	_____

RATE SCHEDULE EFFECTIVE 01/01/2019

FUNERAL ITEMS	TRADITIONAL FUNERAL	IMMEDIATE CREMATION	CREMATION WITH MEMORIAL	FUNERAL WITH CREMATION
SERVICES BY FUNERAL HOME				
Professional Services	\$ 770.00	\$ 770.00	\$ 770.00	\$ 770.00
Embalming	\$ 222.00			\$ 222.00
Other care and preparation	\$ 96.00			\$ 96.00
Use of facilities, staff, & equipment-visitation	\$ 141.00		\$ 141.00	\$ 141.00
Use of staff & equipment-funeral service	\$ 181.00		\$ 181.00	\$ 181.00
Transfer of remains to funeral home	\$ 66.00	\$ 66.00	\$ 66.00	\$ 66.00
Transfer of remains to church/cemetery	\$ 126.00			
Crementation cardboard container (Required by state)		\$ 50.00	\$ 50.00	\$ 50.00
*Cost of cremation at cost		Estimate \$ 525.00	Estimate \$ 525.00	Estimate \$ 525.00
Transportation to crematory & cemetery		\$ 150.00	\$ 150.00	\$ 150.00
TO FUNERAL HOME	\$1,602.00	\$1,561.00	\$1,883.00	\$2,201.00
MERCHANDISE				
Urn		\$ 50.00	\$ 50.00	\$ 50.00
Casket (+3% yearly)	\$ 686.51			\$ 686.51
Grave Liner (+3% yearly)	\$ 686.51			
+ \$100 for Saturday/Sunday for vault				
SERVICE AND MERCHANDISE	\$2975.02	\$1,611.00	\$1,933.00	\$2,937.51
OTHER ITEMS (*Payable to others)				
*Grave opening/closing at cost and the max is \$500. If over, family responsibility.	At cost or < \$500.00	\$ 75.00	\$ 75.00	\$ 75.00
*Cemetery plot/perpetual care/other at cost				
*Faith/Hayden cemetery \$175 sealed vault				
Mileage outside of 30 mile radius @1.00 mile				
TOTALS	\$3475.02	\$1,686.00	\$2008.00	\$3012.51

Policy Statement

TITLE: County Burial Allowance

CODE: 2.100

PURPOSE: To specify the terms of burials paid for at County Human Services Board Expense.

REFERENCE: M.S. 261.035

PERSONNEL RESPONSIBLE: Financial Services Staff

EFFECTIVE: 06-01/01

Amended: 08/02/11

POLICY:

100 – Purpose

Pope County provides County burials in recognition of the need of some residents for the service and in compliance with the responsibility prescribed by Minnesota Statutes MS 261.035 & MN Statute 261.04. Policies pertaining to burials are approved by the County Board of Commissioners.

200 – Policy:

Pope County Social Services will pay the immediate cremation or immediate burial expenses (this does not include embalming, visitation or public services) for recipients of Public Assistance and other indigent persons whose resources are insufficient to meet the cost, or the resources of a responsible relative (spouse or parents of minor child) are insufficient to meet the cost of a burial.

Pope County Funeral policy will be followed for all persons who are the Financial Responsibility of Pope County. If an out of county provider is utilized for a Pope County resident, Pope County will pay the lesser rate.

Applications for a County Burial shall be completed. Pope County must give the authorization to the Funeral Director to render services prior to those services being given.

If the deceased is entitled to death benefits from any source, that benefit will be deducted from the cost to the County. No funeral expenses will be paid if the resources are sufficient to pay the expenses or if the legally responsible relatives are able to pay the expenses at our County rate. Relatives are responsible, by MN Statute, to assist with burial costs. Responsible relatives are surviving spouses and parents of minor descendents.

Any and all available income & resources of the deceased are to be turned over to the County. A claim will be filed against the estate of the deceased for any funds expended by the County.

A County Funded burial is not meant to supplement funeral costs. However expenses may be subsidized or paid by relatives or friends in addition to the County portion of the burial.

Cremation Rate: \$1500

Burial Rate for full body funeral: \$3,000.

All inclusive. This Rate covers Funeral Home costs of casket, non-sealing grave box, and facility costs. Also includes *fixed costs* to outside vendors including but not limited to cemetery requirements for plot, grave opening/closing costs. In a case where grave digging or cemetery space is needed, a maximum of \$350 for cemetery charges and \$450 for grave digging will be paid out of this rate.

The rate amount can be used for expenses at the funeral home discretion.

County will pay mileage outside of 40 miles as an unknown variable. Mileage over 40 mile radius will be paid at current IRS rate.

It is noted with this rate the funeral home would not be able to include embalming, visitation/graveside service or 'public services' but would be left to the discretion of the funeral home.

300 – Procedures:

An application for a County burial will be completed by a family member or other interested party prior to receipt of services.

Pope County will give verbal authorization to the Funeral Director that the County will pay for the funeral, up to the guidelines for payment established.

Itemized statements are to be presented to Social Services in addition to an invoice for payment purposes.

Signed and dated copy of this policy is on file in the SS Director's Office

Gordy Wagner, Chair
Pope County Board

08/02/11

Date

Approved by: Pope County Commissioners

Date: 06-01-01

Amended: 10-20-04

Amended: 06/07/11

Amended: 08/02/11

RENVILLE COUNTY HUMAN SERVICES

POLICY AND PROCEDURE

TITLE: County Burial Policy

EFFECTIVE DATE: April 16, 1996

REVISION DATE: 3-8-2016

UNIT/DEPARTMENT: I. M.

POLICY & PROCEDURE: II-1.02

RENVILLE COUNTY BURIAL POLICY

Rates Effective March 8, 2016

Traditional Funeral

Includes:	Professional services of funeral director & staff	\$2200
	Embalming	
	Other preparations and care of remains	
	Visitation (1hr. before service)	
	Funeral Service (Mon-Fri during normal business hours only, no Sat, Sun or holidays)	
	Local removal of deceased to funeral home	
	Use of auto for funeral	
	Casket	\$520
	Graveliner	Actual Cost
	Cemetery needs (opening & closing, lot)	Actual Cost
	Oversized Need (must have prior approval)	Actual Cost
Plus:	Mileage at \$1.25 per loaded mile out of county only and not to exceed 200 miles.	

Cremation

Includes:	Professional services of funeral director & staff	\$2200
	Immediate care of remains	
	Visitation (1hr. before service)	
	Memorial Service (Mon-Fri during normal business hours only, no Sat, Sun or holidays)	
	Local removal of deceased to funeral home	
	Use of auto for funeral	
	Coroner fee to authorize cremation	
	Cremation container	
	Crematory fee	
	Temporary urn	
Plus:	Mileage at \$1.25 per loaded mile out of county only and not to exceed 200 miles.	

RENVILLE COUNTY HUMAN SERVICES

POLICY AND PROCEDURE

TITLE: County Burial Policy

EFFECTIVE DATE: April 16, 1996

REVISION DATE: 3-8-2016

UNIT/DEPARTMENT: I. M.

POLICY & PROCEDURE: II-1.02

Policies:

1. All applications for Burial Assistance must be made prior to the funeral. Upon completion and approval of application, authorization will be given to the funeral home and family. All county burials must be prior authorized and not to exceed county approved rates.
2. If there will be benefits payable from Social Security, the Veterans Administration, insurance, or related resources at the time of death, Renville County will not make payment for funeral expenses or cemetery charges until such benefit has been received and credited to the funeral bill. Invoices to Renville County shall reflect these credits.
3. Any amount paid for funeral expenses shall be a prior claim against the estate and any amounts recovered shall be reimbursed to Renville County for paying the funeral expenses.
4. Voluntary contributions toward funeral expenses from family and friends are encouraged by Renville County. Any such voluntary contributions will be used to reduce total County expenses toward the funeral costs.
5. Any funds from family and or friends that are not directed to offset the cost of the County burial can only be used for items not covered by the County, and may be processed directly with the funeral service provider. Such items may include clergy honoraria, musician honoraria, vocal honoraria, janitorial costs, food and serving costs, media notices, flowers, registration packages, permanent grave marker, etc. If cremation is selected the family will be responsible for the cost of any cemetery needs. These items must not be paid out of the deceased persons remaining assets/estate.



Policy Name	County Burial Allowance
Policy Number	2.701
Origination Date	1/1/1997
Board Approval Date	2/19/2019
Policy Owner	Financial Services Supervisor – Julie Jahn
Responsible Personnel	Financial Services Staff
Regulatory Requirement	M.S. 261.035
Cross References	
Attachments	Request for County Burial Form

Appendix Purpose

To specify the terms of burials paid for at the Swift County Community Social Services Board expense.

Procedure

- A. In accordance with MN Statute 261.035, Swift County will provide immediate disposition or direct cremation for residents of the county who are otherwise unable to pay the cost of disposition or their remains. A county paid burial will not be paid if the spouse’s assets exceed \$12,000.

- B. Swift County will utilize cremation when the preferences of the deceased, the deceased’s spouse or next of kin are not known.

- C. Application
 - a. The Department will require that a responsible family member complete a Request for County Burial Application. If death occurs on a weekend and no one at the Department can be contacted, the mortician would proceed with the idea it might be a county paid burial. The family must contact the Department the first business day following the weekend. Authorization and approval of a county burial must be received prior to making funeral plans. The Eligibility Worker will make a timely determination of eligibility for the county funded burial and inform the funeral home of the determination.

- D. The funeral home may charge miscellaneous expenses such as memorial cards, register books, acknowledgment cards, flowers, music, etc to the deceased person’s family. A county paid burial cannot exceed the amount adopted by the CSSA board nor can the Department contribute toward a more expensive burial.

- E. Application of Assets
 - a. Assets of the deceased person must be applied towards the funeral expense. Death benefits payable from Social Security, Veteran’s allowance, insurance or any other source must be applied to the bill first. The funeral home will bill the balance to the Department. The Eligibility Worker will review the bill and forward to the Accounting Office for payment of the county burial.
 - b. Any crowdfunding sources such as benefits, fundraisers or online sources such as GoFundMe accounts, solicited to pay for burial expenses will be considered as available

assets to offset the disposition costs. Any crowdfunding benefits raised to help pay for medical expenses of a deceased recipient of Medical Assistance will be considered available if the Medical Assistance Program covered all medical expenses. Any outstanding medical bills of the deceased that are not covered by Medical Assistance may be paid by a crowdfunding source as an allowable expense; however, any remaining balance in the crowdfunding source will be considered an available asset to help offset the disposition costs. Any funds being raised via crowdfunding, benefits or fundraisers may be subject to recovery for reimbursement of the county paid burial costs.

F. Infants

- a. Reimbursement for funeral expenses for stillborn will be at cost and not to exceed 50% of the authorized amount for adults.

G. Allowances for various services shall be at the following rates:

Category	Regular Burial	Cremation
1. Professional Services (cost of the service, embalming, Initial transfer, facilities and equipment, Visitations, etc)	\$1400	\$1000
2. Merchandise		
Casket or Urn (item at lowest cost)	\$595 approx	\$125 approx
3. Cash Advance Items		
a. Outside container/vault	\$575 approx	\$95 approx
b. Cemetery charges at cost	\$500 approx	\$150 approx
c. Grave Opening/Closing	at cost	at cost
d. Transportation – loaded mile	\$1.50/mile	\$1.50/mile
e. Crematory charges	none	\$625 approx
f. Other (City, fees, etc.)	at cost	at cost

H. Swift County does not pay for cemetery markers/headstones.

Violation of this Policy

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County Human Services Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Signatures:

Catherine Lee, Director

Date

Board Approval: _____
Swift County Board Chair

Date

REQUEST FOR COUNTY BURIAL

A. Name of Deceased: _____ Case Number _____

B. Former Address:

C. Birth date: _____

Date of Death: _____

D. Social Security Number: _____

Was Deceased a Veteran?

Yes No

E. Marital Status: Single Divorced Married Widowed
 Separated

F. Assets: List any asset of the deceased. Bring in proof of the value of each item listed below.

Assets:	Yes	No	Owner's Name	Total Value	Other
A. Cash on hand and/or savings at home.				\$	
B. Savings in banks, credit unions, savings & loans, safe deposit boxes, etc.				\$	Bank Name
C. Checking accounts				\$	Bank Name
D. Life Insurance				\$	Cash surrender value
E. Stocks, bonds, savings certificates, IRA, annuities, etc.				\$	Specify:
F. Trust Funds - include trust funds for children				\$	court ordered? yes no
G. Cars 1. Make/Model/Year: and Trucks 2. Make/Model/Year:				\$	Amount Owed \$ \$
H. Prepaid burial account or burial trust account				\$	Where deposited?
I. Machinery, Livestock, etc.				\$	Amount owed? \$
J. Real Estate, Land or Buildings				\$	Amount owed? \$
K. Mobile Home				\$	Amount owed? \$
L. Other: Include boats,					Amount owed?

campers, motorcycles, snowmobiles, etc.			\$	\$
Specify Type(s) of Personal Property and Value Here Δ				

F:\stacy\imu\burialap

G. Income: Please list type and amount of income received by the deceased. If income is from wages, please list any unpaid wages due the deceased along with the name and address of employer.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

I am aware that all available income/assets of the deceased must be paid to the funeral director. In the event that the deceased had accounts listed as "joint", I agree to turn the funds over to the funeral director. Swift County encourages payment toward the burial from decedent's life insurance and payable on death accounts. Payment from life insurance and payable on death accounts should be paid to Swift County Human Services. Payment should be sent to the attention of the Accounting Unit/County Burial.

I believe what I have reported here is a true, correct, and complete statement of every material point.

Signature of person applying on behalf of the deceased:	Date:	Phone number:
Relationship to deceased:		
Signature of person who helped complete the form:	Date:	

Your Rights

YOUR RIGHT TO PRIVACY. Minnesota's Data Privacy Act, Minnesota Statutes 13.04(2) and (3) says: You have the right to know why we ask for information and how we use it. We need this information to see if you may get assistance. You may refuse to give the requested information. However, if you refuse you may not get assistance.

IF YOU FEEL YOU ARE TREATED DIFFERENTLY in the handling of your application or payment because of race, color, national origin, political beliefs, marital status, religion, sex, age, or because of physical, mental or emotional disability, you may file a complaint with any of these agencies:

Department of Human Services

Department of Human Rights

U.S. Department of Health

Human Services Building
444 Lafayette Road
St. Paul, MN 55155-3833

500 Bremer Tower
7th Place and Minnesota St.
St. Paul, MN 55101

and Human Services
Washington, D.C. 20201

ACCESS TO FREE LEGAL SERVICES. You may contact your worker for information on free legal services.

TRAVERSE COUNTY CREMATION AND FUNERAL
POLICY AND PROCEDURES
Adopted 9-15-09

PURPOSE:

Traverse County provides County burials in recognition of the need of some residents for the service and in compliance with the responsibility prescribed by Minnesota Statutes MS 261.035 and Minnesota Statute 261.04. Policies pertaining to burials are approved by the County Board of Commissioners.

POLICY:

Traverse County Social Services will pay the cremation or funeral expenses for recipients of Public Assistance and other indigent persons whose resources are insufficient to meet the cost of a burial. Traverse County will use the cremation option, unless the family of the deceased objects to cremation as their first choice. For families who object to the use of cremation for the deceased due to religious or other reasons, a County paid funeral will be available. This funeral policy will be followed for all persons who have burial services performed in Traverse County and those performed outside of Traverse County which would be the financial responsibility of Traverse County.

Applications for a County Burial shall be completed and an Authorization given to the Funeral Director to render services prior to those services being given.

No funeral expenses will be paid if the resources are sufficient to pay the expenses at our County rate. Any and all available income and resources of the deceased will be asked to be turned over to the County. A claim may be filed against the estate of the deceased for any funds expended by the County.

Full Burial, all inclusive:	\$3000
Cremation with service, all inclusive:	\$2500
Cremation, all inclusive:	\$1500

PROCEDURES:

An application for a County burial will be completed by a family member or other interested party prior to receipt of services. Application will be submitted to the Financial Assistance Supervisor or Director.

Supervisor or Director will give verification by phone to the Funeral Director that the County will approve the funeral, up to the guidelines for payment established. Itemized invoice is to be presented to Social Services for payment purposes.

TRAVERSE COUNTY BURIAL APPLICATION

Name: _____ Social Security Number: _____

Last Address: _____ Date of Birth: _____

_____ Date of Death: _____

FUNERAL HOME: _____



ASSETS:

Cash on Hand _____ Certificate of Deposit _____

Checking _____ Life Insurance _____

Savings _____ Prepaid Burial Plan _____

Other _____

REAL PROPERTY: (description)

Will Estate be Probated? _____



I understand that any available assets as described above will be used as reimbursement for funeral expenses. I declare that this statement has been examined, and to the best of my knowledge is a true and correct statement. I understand my right to appeal.

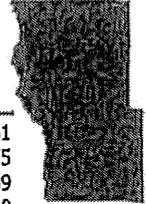
Signature of Person Making Application Date

Mailing Address: _____

Phone Number: _____



County Agency Signature Date



WILKIN COUNTY FUNERAL POLICY

Policy for Indigent Burials Authorized Under MSA 261.035

The Wilkin County Board approved a revision of this Policy to be effective August 21, 2012. The revised Policy as approved is as follows:

- Services of funeral home staff \$1,600
 - Casket \$ 650
 - Outer Container (Vault) \$ 650
 - Grave Work (Opening/Closing) Actual cost charged
 - Transportation charged outside Wilkin County \$1.50 per mile
-
- o The family **may not supplement** the maximum rates to provide for a more expensive funeral. Family **may pay** for printed materials, flowers, minister, church service, music, and honorariums.
 - o The total of reimbursable costs may not exceed \$3,500.
 - o Death benefits available from such sources as insurance, Social Security, Veterans Administration, etc., must be applied against the maximum rate paid by Wilkin County.
 - o All Wilkin County burials must be preauthorized by the Wilkin County Family Service Agency Director.
 - o Funeral expense paid by Wilkin County will be a preferred claim against the family's estate.
-
- If family chooses Cremation: Service with Urn is \$3,000

YELLOW MEDICINE COUNTY BURIAL AND CREMATION POLICY

EFFECTIVE DATE:	November 1, 2012
REFERENCE:	Minnesota Statutes 261.035
ALLOWANCE FOR SERVICES:	Yellow Medicine County Family Services will pay actual cost of the burial or cremation up to the following <u>maximum</u> amounts:
	\$2,550 – Cremation
	\$3,015 – Cremation with memorial service
	\$4,440 – Cremation or earth burial with a traditional service (body present and cremated after the service)

If it is determined that a person does not leave sufficient means to pay the necessary expense of burial, nor any relatives have sufficient ability to pay the burial, the County Family Service Center Board will insure that financial arrangements are made to insure a proper burial. The following conditions will apply.

- If Yellow Medicine County is financially responsible for a funeral, costs cannot exceed county approved rates. If other sources of funding are used to reimburse costs at levels above these rates, Yellow Medicine County will not provide any reimbursement for the funeral. All requests for county burial or cremation must be made before services are rendered by the funeral home or crematorium. The county requires Prior Authorization of all costs in advance.
- If there will be benefits payable from Social Security, the Veterans Administration, insurance, relative contributions, or related resources at the time of death, Yellow Medicine County will not make payment for funeral expenses or cremation until such benefits have been credited to the funeral or cremation bill. Invoices to Yellow Medicine County shall reflect these credits.
- Any amount paid for funeral or cremation expenses shall be a prior claim against the estate and any amounts recovered shall be reimbursed to Yellow Medicine County for paying funeral or cremation expenses.

Any documentation provided to an applying party should include the following stipulations:

- A- Unless the **funeral home makes accommodations** due to schedule, or circumstance, **there will be no visitations, public or private, the day or evening prior** to a county funded service.
- B- All services will be conducted during week days, Monday thru Friday between the hours of 10:00 AM and 2:00 PM. No Saturdays, holidays or after hour services **unless the participating funeral home, due to their schedule**, allows for such. Any overtime fees from vault companies, cemetery staff, or grave diggers **will be paid by the legal next of kin** when services are conducted during 'off' times.
- C- The legal next of kin will be financially responsible for all sundry items which include memorial folders, thank you cards, guest register. They will also be responsible for any honorariums, family floral pieces, church required fees, (such as custodial fees, lunch fees, church use fees, etc...) and public notices.
- D- Any assets the county gains knowledge of, either prior to, or following services rendered by a funeral home shall be claimed by the county. **At no time will the county deduct any portion of an agreed to assisted funeral/burial from the amount normally due a funeral home for the type of service rendered.** Once the county agrees to fund an assisted funeral/burial, the funeral home in charge is technically an **agent of the county**.
- E- Any 'liquid' assets such as checking accounts, savings accounts, cash accounts, shall be handled by the county. **No funeral home shall be placed in a position of asset collection once a county assisted service has been authorized.**
- F- In the case of cremation being used as a form of final disposition, the family/next of kin will be **solely responsible** for any cemetery fees, grave preparation fees, mandatory urn vault fees, or any payment associated with the earth burial of the cremated remains. **Cremation of the deceased is considered final disposition.** What the family/next of kin chooses to do with the cremated remains is entirely their responsibility.
- G- All parties seeking county funded/authorized funerals/burials must meet with the proper county agency prior to making funeral arrangements. If the family/next of kin inform a funeral home that they are seeking assistance from the county after a funeral home, in good faith, has made arrangements with said individuals, **all such arrangements shall become null and void.**

*****'Extenuating Circumstances'- The county shall recognize that certain death situations may involve a funeral home to employ 'out of the normal' professional expertise, merchandise (such as an oversize casket), or trauma/disaster supplies. In the event such a situation presents itself, it will be mutually agreed to by the county and the arranging funeral home, that such necessary measures will be charged to the county 'at cost' and the county made aware of such, prior to the formal rendering of final services to allow for any questions, or explanations to occur.**