

Schenectady County Department of Social Services Burial application instructions

Along with the **completed** application **in the name of the deceased person as if they were alive and applying for themselves.**

Please provide the following of the deceased:

- Birth certificate
- Social Security Card
- Photo ID
- Proof of Schenectady County residency
- Proof of income
- Proof of any resources they may have: car, stocks, bonds, etc. If He/she owns a home we will have to put a lien on the house.
 - *If the deceased owns a car, please be prepared to show the title
- Proof of what was done with his/her income for the month of death including rent and utility payments. (provide any receipts available)
- Proof of current bank account status

If the decedent was married:

The same items as above are needed for the surviving spouse and he /she will have to apply for the one time spousal death benefit and provide proof of doing so. When the money comes in he/she would have to turn it over to DSS.

When you arrive at DSS for your scheduled appointment:

- Go to line #6
- Give your **completed** application to the clerk at the window and let them know you have a burial interview with Mrs. Saunders.
- You will be given a number.
- You will be called by that number when it is time to be seen.

LaTonya Saunders
Senior Welfare Examiner
Burial program
Schenectady County Department of Social Services
797 Broadway

Schenectady, NY (518) 388-4387