

In order to be eligible for burial assistance, DSS considers a number of factors including, but not limited to, the below:

- (1) DSS must be provided with a signed application before it is able to determine eligibility.
- (2) An application will be denied if it is submitted after funeral services have already been performed.
- (3) Incomplete applications cannot be processed and you may be contacted for more information.
- (4) Documentation that may be needed to complete the application may include, but is not limited to, the following:
  - Bank statements from the prior 30 days, or the most recent bank statement;
  - Most recent pay stubs;
  - Copies of any life insurance policies;
  - Copies of deeds to cemetery lots;
  - Copies of deeds to real property;
  - Funeral home itemization statements (outlining allocation of expenses); and/or
  - Proof of payment to funeral home (in cases concerning supplementation)
- (5) The application may be denied if the decedent has more money than DSS is being requested to pay for the funeral services. All income and resources solely-owned by decedent must be used toward funeral expenses and this department will seek to recover any income/resources of decedent.
- (6) The application may be denied if the decedent has a life insurance policy and the beneficiary of that policy is a legally-responsible party of the decedent, and the death-benefit value of the policy is greater than DSS is being requested to pay for the funeral services. Legally-responsible parties include a spouse of the decedent, parent and/or guardian of a minor or person adjudged incompetent.
- (7) The following rules apply when the funeral services are supplemented:

Supplementation must come from non-responsible family members and/or friends. Legally responsible relatives are not allowed to supplement funeral services and would result in the application being denied.
- (8) Legally responsible parties may be eligible for indigent burial assistance if they do not have income or resources sufficient to cover funeral costs. The following are parties legally responsible for payment of funeral costs:
  - The decedent's estate;
  - The spouse of the decedent; and
  - The parents and guardians of minors or people adjudged incompetent

**PLEASE BE ADVISED THAT ANY FRAUDULENT AND/OR MATERIAL MISREPRESENTATION ON THIS APPLICATION WILL BE PURSUED AS A WELFARE FRAUD OFFENSE AND THE DEPARTMENT WILL SEEK CIVIL AND CRIMINAL REMEDIES TO OBTAIN REPAYMENT OF ANY FUNDS OBTAINED BY FALSE PRETENSES.**