

## ***Responsibilities of the Funeral Home***

- ❖ To provide compassionate, timely complete service and support to family and deceased
- ❖ Review and explain all available options and related costs
- ❖ Conform to all government procedures and regulations
- ❖ Communicate with coroner/medical examiner
- ❖ Prepare and secure all documents necessary for USVI certificate of death and burial permit
- ❖ Care for and prepare remains
- ❖ Prepare and submit death notices and obituaries to newspapers and radio
- ❖ Schedule airline transportation when necessary
- ❖ Communicate with receiving or shipping funeral home
- ❖ Provide bereavement care and counseling
- ❖ Work within the financial needs of the family

## ***Checklist for family of matters needing attention***

- ☐ Contact church and clergy
- ☐ Contact Dept. of Public Works to arrange cemetery plot.
- ☐ Contact the deceased employees benefit office
- ☐ Choose burial clothing and deliver to funeral home.
- ☐ Provide funeral home with instructions for hair and cosmetics
- ☐ Decide on funeral booklet, prayer cards, etc.
- ☐ Decide on order of service, inform participants (minimum 6 pallbearers)
- ☐ Locate and set aside the family's important documents
- ☐ Order flowers
- ☐ Notify Medicare and Social Security
- ☐ If deceased veteran--form DD214 available at Davis Funeral Home must be submitted to assure benefits
- ☐ Keep track of any money you spend for tax purposes
- ☐ Make sure you have sufficient cash on hand for emergencies.

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## ***How To Make Funeral Arrangements***

*Understanding procedures and options relating to the death of a loved one.*

Provided  
for  
**Continuum Care, Inc.**  
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**W**hen a loved one dies, grieving family members and friends are confronted with dozens of decisions about funeral arrangements. We have put together this general information brochure: How To Make Funeral Arrangements to help you make well-informed decisions.

The services of the funeral director and staff are included in all arrangements.

Among the choices you'll need to make is what type of funeral arrangement is best for you and your family.

### **Traditional full-service funeral**

This type of funeral includes a viewing, formal funeral service, use of a hearse to transport the body to the funeral site, burial and entombment or cremation of the remains.

### **Cremation**

The traditional funeral service is often chosen prior to cremation. Embalming is required prior to transportation to the crematorium. The cremated remains are placed into a plastic container and transported to a place of the family's choice. Scattering services are available by land, sea and air. Also available is memorialization of your loved one through the use of keepsake items appropriate for personal use or display.



### **Return of Loved One to Homeland**

Care for and preparation of the loved one for transport to or from homeland, secure all required documents, schedule airlines and communicate with receiving or shipping funeral homes.

### **Embalming**

When viewing is desired, and or transportation out of the USVI is utilized, embalming is required.

### **Caskets**

Caskets vary widely in style and price. Typically, they're constructed of metal or wood.

### **Veterans**

Many veterans are entitled to free burial in a national cemetery, a grave marker and a US flag.

### **Social Security**

Social Security death benefits are available for most contributors.



## ***Responsibility of the family***

- ❖ Selection of funeral service provider.
- ❖ Frank and open discussions with funeral home.
- ❖ Selection of desired funeral arrangements
- ❖ Provide detailed profile of decedent including but not limited to:
  - ◆ Full Name
  - ◆ Race
  - ◆ Date of Birth
  - ◆ Place of Birth
  - ◆ Date of Death
  - ◆ Age
  - ◆ Place of Death
  - ◆ Marital Status
  - ◆ Occupation
  - ◆ Social Security Number
  - ◆ Father's Name
  - ◆ Mother's Name
- ❖ Obtain request for burial plot from cemetery and bring to Public Works