

FUNERAL ASSISTANCE POLICY AND PROCEDURES

QUILEUTE TRIBE LAPUSH, WASHINGTON

FUNERAL ASSISTANCE POLICY

CHAPTER 1. GENERAL PROVISIONS

SECTION 1.1 TITLE

This Policy shall be cited in full form as the “Funeral Assistance Policy and Procedures of the Quileute Tribe” and in short form as the “Funeral Assistance Policy”

SECTION 1.2 POLICY

Subject to available funding and budget limitations, it is the policy of the Quileute Tribe to provide a limited amount of funeral, dinner and travel assistance in the event of the death of a tribal member. An employee of the Quileute Tribe designated as the benefits coordinator will administer these benefits as approved. The benefits outlined in this policy do not apply to eligible persons who have died before approval of this policy.

SECTION 1.3 PURPOSE

The purpose of this policy shall be to:

- A. Specify the criteria and procedures for providing funeral assistance to the families of deceased tribal members.
- B. Outline the guidelines for providing funds to help with dinner and flower assistance to the families of deceased tribal members and community members.

SECTION 1.4 DEFINITIONS

- A. **Direct Funeral Expenses:** Expenses necessarily incurred to facilitate the disposition of a deceased tribal member.
- B. **Enrollment Office:** The Enrollment Office of the Quileute Tribe where tribal member enrollment information is located.
- C. **Family Unit:** A group of people who are related to each other by blood, adoption, marriage or otherwise known as “significant other” residing within the same home.
- D. **Community Member:** A person who has resided on the Quileute Reservation or within the boundaries of Clallam and Jefferson Counties for at least three years and is part of the Family Unit of a tribal member.
- E. **Funeral Service Providers:** Any business, group or individual that provides a funeral service for the deceased. This term does not include other services that

the family may request such as cooks, servers, singers, drummers, speakers, clergy, pallbearers, and musicians.

- F. **Primary Contact:** The person who is responsible for making the funeral arrangements, signing the work order at the mortuary, and paying for any costs above and beyond benefits offered under this policy.
- G. **Tribal Member:** An enrolled member of the Quileute Tribe or non-enrolled infant age two years or younger who is otherwise eligible for enrollment with the Quileute Tribe.
- H. **Benefits Coordinator:** A person employed and designated by the Quileute Tribe as responsible for administering benefits under this policy.

CHAPTER 2. BENEFITS

SECTION 2.1 ELIGIBILITY

- A. **Funeral Assistance Benefit-** To be eligible for the funeral assistance, the deceased must be an enrolled member of the Quileute Tribe, or a non-enrolled infant, age two years or younger that is otherwise eligible for enrollment with the Quileute Tribe.
- B. **Dinner Assistance/Clothing Assistance-** Available to the primary contact person handling the funeral arrangements for the deceased tribal member. This money is for providing a community dinner to honor the memory of the deceased. If family chooses not to put on a dinner or spends less than the \$300.00 provided by the tribe, they may spend the money on clothing for the deceased or family members to help prepare for the funeral.
- C. **Flower Assistance-** Available to the primary contact person handling the funeral arrangement for the deceased tribal member.

Pendleton Blankets- Pendleton Blankets or comparable blankets as determined by the Tribal Council will be provided by the Quileute Tribe with a limit of 5 per family as defined above.
- D. **Funds Availability-** Should funds become limited, benefits will be funded in the following order: funeral costs, dinner assistance, flower assistance, and Pendleton blankets.

SECTION 2.2 AVAILABLE BENEFITS

- A. **Funeral Assistance:** The maximum amount the Quileute Tribe will pay for direct funeral expenses is \$ 5000.00 per enrolled tribal member death.

- B. **Dinner Assistance/Clothing Assistance:** The maximum dinner allowance/clothing assistance the Quileute Tribe will pay is \$300.00 per funeral.
- C. **Flower Assistance:** The maximum flower allowance the Quileute Tribe will pay is \$125.00 per funeral.
- D. **Pendleton Blankets (or comparable blankets):** Limit of 5 provided by the Quileute Tribe. If the family would like more blankets than the 5 provided by the Tribe, the family may purchase them, at cost, from the Tribe when available.
- E. **Any amount of unspent money shall remain in the Funeral Assistance fund and will not be cashed out.**

SECTION 2.3 FUNERAL ASSISTANCE BENEFIT

- A. **Arrangements:** Neither the Quileute Tribe, the Enrollment Office, nor benefits coordinator are responsible for making funeral arrangements. It is the sole responsibility of the family or other responsible party to make the arrangements. Such arrangements that are the responsibility of the family or other responsible party include, but are not limited to, the following:
 1. Time and date of funeral, dressing, religious services, dinner etc.
 2. Use of facilities to house funeral and/or dinner.
 3. Place of burial and arrangements with funeral home for opening/closing of grave and,
 4. Paying for expenses above and beyond maximum allowed through Quileute Funeral assistance benefit program.
- B. **Notification:** As soon as possible after the death, the benefits coordinator shall be contacted and provided with the following information:
 1. Full legal name of the deceased.
 2. Date and place of death.
 3. Date and place of funeral, burial, or cremation.
 4. Primary contact person's name, address, and phone number.
 5. Name(s) of next of kin, executor of estate or will, if any.
 6. Veteran's information, including what branch of service and any veteran benefit insurance information; and
 7. Name and phone number of mortuary handling the funeral, if applicable;
- C. **Allowable Costs:** A maximum of \$5000.00 per tribal member for funeral assistance shall be provided for direct funeral expenses, which includes the following allowable expenses.
 1. Services provided by the mortuary, cash advances required by the mortuary, transportation of deceased, cremation costs.
 2. Caskets, wooden grave liner boxes, cremation urns.
 3. 2 death certificates purchased through funeral arrangement process and to the Tribal Member Benefits Coordinator, one will be forwarded to the

enrollment office and one will be given to the family. Any additional copies will not be paid for by the Quileute Tribe, and

4. Cemetery costs (as applicable).

D. Costs Not Covered by the Quileute Tribe:

1. Any expense over the \$5000.00 limit per deceased.
2. Death notices or obituaries.
3. Giveaways, gifts or payment items, including expenses related to fees and/or gratuities for a funeral officiator, soloist, music, cooks, servers, drummers, etc.
4. Headstones, grave markers or any memorial or stone setting expenses and
5. Any endowment care funds for the upkeep of cemetery plots, crypts, or other options for burial.
6. Travel expenses for funeral or arrangements

E. Billing and Payment

1. All payments will be made directly to the providers(s) except as noted in this subsection.
2. The primary contact shall make all of the arrangements for the funeral including the billing and shall have the provider submit an itemized billing statement to the benefits coordinator. To verify who that is, you can ask at the front desk of the Tribal office or contact the Tribal Enrollment office for information.
3. In the event that funeral costs have been paid in full prior to the Quileute Tribe making payment, the individual(s) who paid for the funeral of a tribal member is eligible for reimbursement for allowable expenses by providing an itemized receipt to the benefits coordinator. Reimbursements will be paid out equal to the receipts provided for allowable expenses only and only up to the maximum Tribal allowance of \$5000.00 for direct funeral expenses. All of the inclusions and exclusions that apply to the burial benefit will also apply toward funeral expenses that are reimbursed to the person who paid for the funeral.

- F. Prepaid Funerals:** Upon the death of a tribal member, if a funeral for that tribal member has been prepaid, the Quileute Tribe will reimburse up to \$5000.00 to the person that prepaid the funeral expenses, provided they submit receipts showing they paid for funeral expenses. If the allowed expenses prepaid do not exhaust the tribal allowance of \$5000.00, the tribe will make the remainder available to the family for direct funeral expenses allowable under this policy. If the funeral has already taken place and the deceased tribal member is the person who prepaid for the funeral, no reimbursement will be made to the family or the estate. All inclusions and exclusions that apply to the funeral assistance benefit will also apply toward the funeral expenses that have been prepaid and any remainder of benefit made available to the family.

SECTION 2.4 DINNER /CLOTHING ASSISTANCE & FLOWER ASSISTANCE

- A. Dinner assistance/clothing assistance is provided to help the family to provide a community dinner to honor the memory of the deceased. If family chooses not to put on a dinner or spends less than the \$300.00 provided by the Tribe, they may spend the money clothing for the deceased or family members to help prepare for the funeral.
- B. Dinner assistance/clothing assistance benefit is provided to the primary contact to distribute as necessary to meet the needs of the family.
- C. The allocated funds for the flower assistance will be paid directly to the florist. It is the responsibility of the primary contact to have the florist prepare and submit an itemized billing statement to the benefits coordinator. This benefit does not exceed \$125.00, and the primary contact will be responsible for paying costs above and beyond the benefit allotment.