

<p>Title: Funeral Assistance Policy with Corresponding Procedure</p>	<p>Effective Date: Council Approved 08/03/2020</p>
<p>Policy Classification: Tribal Programs Department</p>	<p>Function: Operations</p>

PURPOSE: To provide financial assistance to Kenaitze Tribal Members to help defray the costs for funeral and/or burial expenses for deceased family members.

APPLIES TO: Kenaitze Tribal Members, spouses and/or children.

- DEFINITIONS:** **Eligible Decedent(s):**
- **Kenaitze Tribal Member:** a person enrolled or, lineal descendant eligible to enroll, in the Kenaitze Indian Tribe
 - **Spouse:** a person married to a Kenaitze Tribal Member by legal means upon Tribal Council approval.
 - **Children:** a lineal descendant, or legally adopted child of a Kenaitze Tribal Member.
 - **Non-Native Family Member:** a non-native biological parent and/or a non-native adoptive parent of a Kenaitze Tribal Member.

Funeral Expenses: fiscal assistance made available to eligible Kenaitze Tribal Members to defray the cost of funeral and/or burial expenses.

Funeral Service Provider: a professional organization or establishment which prepares deceased persons for funeral services.

POLICY STATEMENT: Financial assistance shall be provided to the family of an eligible decedent to help defray the cost of funeral and/or burial expenses.

- PROCEDURE:**
1. Tribal Programs staff shall reach out to the family of an eligible decedent upon notification of a death.
 2. A Funeral Assistance Application for financial assistance shall be filed with, and administered by, the Tribal Programs Department upon notification of the death of an eligible decedent.
 - a. Only one application may be submitted on behalf of the decedent.
 3. Tribal Programs shall:
 - a. Notify Na’ini Family and Social Services of the death to determine if the decedent qualifies for any other funding sources such as through BIA or the State of Alaska.
 - b. Verify the decedent’s eligibility.
 - c. Obtain an invoice from the funeral service provider and after verification make arrangements for payment.
 - d. Provide a copy of the Death Certificate or obituary to the Tribe’s Enrollment Officer.

- e. Enter a request in ReqLogic no later than 30 days following completion of the application along with a copy of the invoice from the funeral service provider in the amount not to exceed \$2,500 requesting payment to the funeral service provider.
 - Reimbursement may be made to the funeral service provider in the case where the applicant has provided a receipt of payment as long as the application is made within 180 days of death with the expectation that the funeral service provider will refund the applicant.
- f. Tribal Programs Director shall:
 - Authorize payment in ReqLogic to the funeral service provider.
 - Prepare a Funeral Assistance Quarterly Report for Tribal Council.

REFERENCES: Bureau of Indian Affairs (BIA) Burial Assistance Policy
Tribal Member Memorial Policy with Corresponding Procedure

DOCUMENTS: Kenaitze Indian Tribe Funeral Assistance Application

CONTACT: If assistance or additional information about the policy is required contact the Tribal Programs Director.

RIGHT TO CHANGE: The Tribal Council, in its sole discretion, may amend or rescind this policy, in whole or in part, at any time without notice.

POLICY HISTORY: Origination Date: 03/15/2018
Revision Date: 08/03/2020