

<p>Title: Tribal Member Funeral Assistance and/or Memorial Policy with Corresponding Procedure</p>	<p>Effective Date: Council Approved 04/23/2021</p>
<p>Policy Classification: Tribal Programs Department</p>	<p>Function: Operations</p>

PURPOSE: To provide financial assistance in honoring a Kenaitze Tribal Member who has passed, to help defray the costs for funeral, memorial and/or burial expenses.

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

DEFINITIONS: **Eligible Decedent(s):**

- **Kenaitze Tribal Member:** Refers to a person enrolled or, lineal descendant eligible to enroll, in the Kenaitze Indian Tribe.
- **Spouse:** Refers to a person married to a Kenaitze Tribal Member by legal means in accordance with the Kenaitze Tribal Court Code.
- **Children:** Refers to a lineal descendant, or a legally adopted child, 18 years of age or younger, of a Kenaitze Tribal Member.
- **Non-Kenaitze Family Member:** Refers to a non-Kenaitze biological parent.

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

Funeral Service Provider: Refers to a vendor that is a professional organization or establishment which prepares deceased persons for funeral services.

Designated Representative: Refers to a person designated by the decedent’s will, court order or immediate family including, but not limited to, the spouse, adult child, parent, sibling, niece, or nephew, in this order, who are responsible for making the funeral arrangements.

POLICY STATEMENT: The Kenaitze Tribal Council shall provide financial assistance to the family of an eligible decedent to help defray the cost of funeral, memorial and/or burial expenses up to \$2,500 through the use of Tribal Council Discretionary Funds which may include, but are not limited to, the following:

- Items associated with the funeral, memorial and/or service including, but not limited to, the funeral service provider’s traditional burial and/or cremation services, other venue, memorial book, obituary, and/or certified death certificate(s).
- Floral arrangement with “Tribal Member” ribbon, when available, not to exceed \$100.00 to be sent to the funeral home, memorial service or, in

the case of no service, to the designated representative, on behalf of the Tribe.

- Food which may include a meat and cheese tray, a fruit tray and/or a vegetable tray shall be delivered as per the designated representative directions where feasible.
- The use of the Tyotkas Elders' Center shall be made available to the family for funeral and/or memorial services at no cost based on availability and/or extenuating circumstances including, but not limited to, a public health emergency.

PROCEDURE: A. Tribal Programs Director or designee shall:

1. Contact the designated representative of an eligible decedent to verify date of death and funeral/memorial arrangements.
 - a. Obtain authorization, including but not limited to verbal, text, email, fax etc., from the Kenaitze Tribal Member's designated representative to publish a notification of death/obituary in the Counting Cord and/or on the Tribe's Facebook.
2. Notify the Tribal Council via text and/or email upon notification of death of an eligible decedent.
 - a. Contact each of the Tribal Council Members in order that a condolence card may be signed or electronically signed as needed.
3. Verify the decedent's eligibility with the Tribal Enrollment Officer.
4. Assist the designated representative with completion of the Funeral Assistance Application.
 - a. Only one application may be submitted on behalf of the decedent by the designated representative.
5. Send floral arrangement with "Tribal Member" ribbon, when available, not to exceed \$100.00 including delivery fee, to be sent to the funeral home, memorial service, or in the case of no service, to the designated representative .
6. Make arrangements for food which may include a meat and cheese tray, a fruit tray and/or a vegetable tray to be delivered as per the designated representative directions where feasible.
7. Offer the use of Tyotkas Elders' Center to the family for funeral and/or memorial services at no cost based on availability and/or extenuating circumstances including, but not limited to, a public health emergency.
8. Notify Na'ini Family and Social Services of the death to determine if the decedent qualifies for any other funding sources which may include BIA, the State of Alaska or FEMA Funeral Assistance funds.
9. Obtain an invoice from the applicable vendor(s) for verification of expenses.
 - a. Advise the vendor(s) that payment(s) shall be sent out within 30 days.
10. Provide a copy of the Death Certificate or obituary to the Tribe's Enrollment Officer upon receipt.
11. Enter a request for payment in ReqLogic no later than 30 days following completion of the application along with a copy of the

invoice from the applicable vendor(s) in the amount not to exceed \$2,500.

a. 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.

12. Authorize payment in ReqLogic to the applicable vendor.

13. Prepare a Tribal Member Funeral Assistance and/or Memorial Quarterly Report for Tribal Council.

REFERENCES: Bureau of Indian Affairs (BIA) Burial Assistance Policy
Federal Emergency Management Agency (FEMA) Funeral Assistance

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:** 04/23/2021 Tribal Member Funeral Assistance and/or Memorial Policy with Corresponding Procedure
Replaced: 07/29/2020 Tribal Member Memorial Policy with Corresponding Procedure; 08/03/2020 Funeral Assistance Policy with Corresponding Procedure
Revision Date(s):