

## INSTRUCTIONS FOR BURIAL ASSISTANCE

The Burial Assistance Program for the Wichita and Affiliated Tribes was created to provide financial assistance in meeting the basic and necessary burial expenses for enrolled members of the Wichita and Affiliated Tribes. All individuals whose name appears on the current tribal roll, and all those that would have been eligible for membership with the Wichita and Affiliated Tribes at the time of their death, would be eligible. **All applications for Burial Assistance must be submitted to the Enrollment office within (90) days following the decedent's death.** Burial benefits can be applied to the allowable costs as listed below.

***The max allowable amount for burial assistance is \$7,000.00 and any remaining costs over this amount shall be the responsibility of the family.*** The following documents must be submitted by the funeral home **BEFORE** any payment will be made. Please have the funeral home contact the Enrollment office if they have any questions or need a burial application. Required documents for payment of burial costs are

- The completed single page Burial Assistance application signed by the designated family member.
- An original or copy of the decedent's obituary or memorial folder w/picture.
- the Funeral Home bill/invoice listing all charges to be paid.
- a state certified death certificate (a 'pending' or copy of an original will not be accepted.) We use the original for probate hearing.
- a copy of the deceased tribal enrollment card (CDIB), if not, we can provide one.
- a completed W-9 form from the funeral home if you are a first time vendor with us.

### **Allowable Costs:**

- Transportation of the body from the point of death, to the point of funeral preparation and for burial, if applicable.
- Preparation of the body and related funeral services.
- Casket and vault.
- Memorial folders and related costs for obituary publication of the deceased.
- One primary floral arrangement for the casket.
- Death Certificate(s) (a max limit of five will be paid for but one must be for the enrollment office.)
- Cemetery plot and related charges to include the opening and closing of the grave.
- A temporary grave marker
- A permanent headstone could be included if the cost is within the \$7,000.00 max total allowable cost. **Any amount over \$7,000.00 is the family's responsibility to pay.**

### **Unallowable Costs:**

- Individual honorariums
- the purchase of Pendleton blankets
- any rental expenses
- excessive floral arrangements

**All applications for burial assistance payment MUST BE FILED within (90) days following the decedent's death.** All payments are paid directly to the funeral home.

**For more information, please contact:** Michelle Emerson, Tribal Government Services Specialist at 405.247.2425, Ext. 134 or by e-mail at: [michelle.emerson@wichitatribe.com](mailto:michelle.emerson@wichitatribe.com) Documents can be mailed to: Wichita and Affiliated Tribes – C/O Enrollment - PO Box 729 - Anadarko, OK 73005