

## 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. Eligible individuals include those whose name appears on the current tribal roll and those that *'would have been eligible for membership'* with the Wichita and Affiliated Tribes at the time of their death **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 \$9,000.00 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 the burial application. Required documents for payment of burial costs are:

- A completed single page **'Burial Assistance application'** signed by the designated family member.
- A 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 an original for the decedents probate hearing, if applicable.
- 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 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, but **one death certificate MUST** be sent with the required documents to the Tribe for funeral home payment.)
- 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 \$9,000.00 max total allowable cost. **Any amount over \$9,000.00 is the family's responsibility to pay.**
- Setting fee for veteran's headstones once those are received, but this cost must be included with the \$9,000.00 maximum allowable cost.

### **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