

## 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 the allowable amount shall be the responsibility of the family.*** The following documents must be submitted by the funeral home to the Wichita Tribes Enrollment office **BEFORE ANY PAYMENT WILL BE MADE** as we do not pay for funeral costs up front but only after all required documentation is received.

### THE REQUIRED DOCUMENTS FOR PAYMENT OF BURIAL COSTS ARE:

- The 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 to them.
- a **state certified death certificate** (a *'pending'* or copy of an original will not be accepted.) We must have an original death certificate for the decedents probate hearing, if applicable.
- a copy of the deceased **tribal enrollment card (CDIB)**, if none, we can provide that information.
- a **completed W-9 form from the funeral home** if you are a first-time vendor with us.

### ALLOWABLE COSTS:

- All enrolled tribal members, or those eligible for enrollment at the time of death such as infants (proof must be provided), are eligible for burial assistance.
- Burial assistance will NOT be provided for infants born under (20) weeks from date of conception. The max allowable cost for stillborn infants is \$2,000.00 and all required documents must be submitted to include an enrollment application if not previously enrolled.
- 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 or cremation.
- 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 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 also be included if the cost is within the \$9,000.00 max allowable cost but proof must be provided.
- Please include a 'Setting fee' for installation of a veteran's headstone but this cost must be included with the \$9,000.00 maximum allowable cost. **Any amount over \$9,000.00 is the family's responsibility to pay.**

### UNALLOWABLE COSTS:

- Individual monetary honorariums for speakers, preachers, etc.,
- the purchase of Pendleton blankets
- any rental expenses
- any additional floral arrangements aside from the one allowable casket spray.

**All payments are paid directly to the funeral home.** For any additional questions, please contact the Enrollment office at: 405.247.2425, Ext. 134 or by e-mail at: [michelle.emerson@wichitatribe.com](mailto:michelle.emerson@wichitatribe.com) All original documents should be mailed to: Wichita and Affiliated Tribes – C/O Enrollment - PO Box 729 - Anadarko, OK 73005