



Kashia Band of Pomo Indians
of the Stewarts Point Rancheria

Burial Assistance Application

Name of DECEASED: _____ Jr., Sr. I, II, III
First Middle Last (Please circle one)

Address: _____
City State Zip

Date of DEATH: _____ Date of BIRTH: _____

Location of Death or Facility: _____
City State Zip

Next of Kin:

1. _____ Phone Number: _____
Name *First Middle Last*

Address City State Zip Relationship

2. _____ Phone Number: _____
Name *First Middle Last*

Address City State Zip Relationship

If different than next of Kin:

_____ Phone Number: _____
Name *First Middle Last*

Address City State Zip Relationship

Power of Attorney: _____ Yes (Attach Copy) _____ No

Approved by General Council 02092019

1420 Guerneville Road, Suite 1 + Santa Rosa, CA 95403
(707) 591-0580 + (707) 591-0583 Fax + email: tribalofc@stewartspoint.org

SERVICES REQUESTED

Amount Requested from Burial Assistance (Not to Exceed \$12,000.00)

Funeral Service Provider: \$ _____ Private Service: \$ _____

Cremation: \$ _____ Other: \$ _____

Funeral Service Provider Information (Attach Invoice):

Name: _____ Phone: _____

Address _____ *City* _____ *State* _____ *Zip* _____

Vigil/Reception

Funds for Vigil Service/Reception Allowable Expenses (Not to Exceed \$1,000.00): Yes No (Circle One)

Amount Requested: \$ _____

Signature: _____

Requested by: Name (Please Print) _____ Phone: _____

Address: _____
City _____ *State* _____ *Zip* _____

Signature: _____

Requested by: Name (Please Print) _____ Phone: _____

Address: _____
City _____ *State* _____ *Zip* _____

Down Payment/Advance Required: Yes Amount: \$ _____ No

(All receipts must accompany request)

Signature

The information that has been provided in this application is true and correct to the best of my knowledge. I will submit copies of all documents, including a copy of the Death Certificate, as required by the Kashia Band of Pomo Indian's Burial Assistance Policy. I am aware that any falsification of documentation will result in an obligation to reimburse all funding I have received from the Burial Assistance Fund. I understand that the Tribal Council will hear and resolve disputes regarding this policy, and that adverse decisions of the Tribal Council may be appealed to the General Council.

I further understand that Burial Assistance Funding may not be traded or transferred to another party in any circumstance, whether the other party is a relative or non-relative. receipts and/or invoices are required for all expenditures incurred for the Burial Assistance Fund. All requests for reimbursement of allowable expenses must be accompanied by receipts.

For Office Use (provide date and initials where applicable)

Membership Verification: _____ Application Denied: _____

Application Approved: _____ Reason(s): _____

Documentation Received: _____ (attach additional sheets as necessary)

Amount Approved: \$ _____

Funeral Service Provider: \$ _____ Private Service \$ _____ Cremation \$ _____ Other \$ _____

Total Burial Assistance Grant Amount: \$ _____

Checks made payable to: _____, _____,

_____, _____

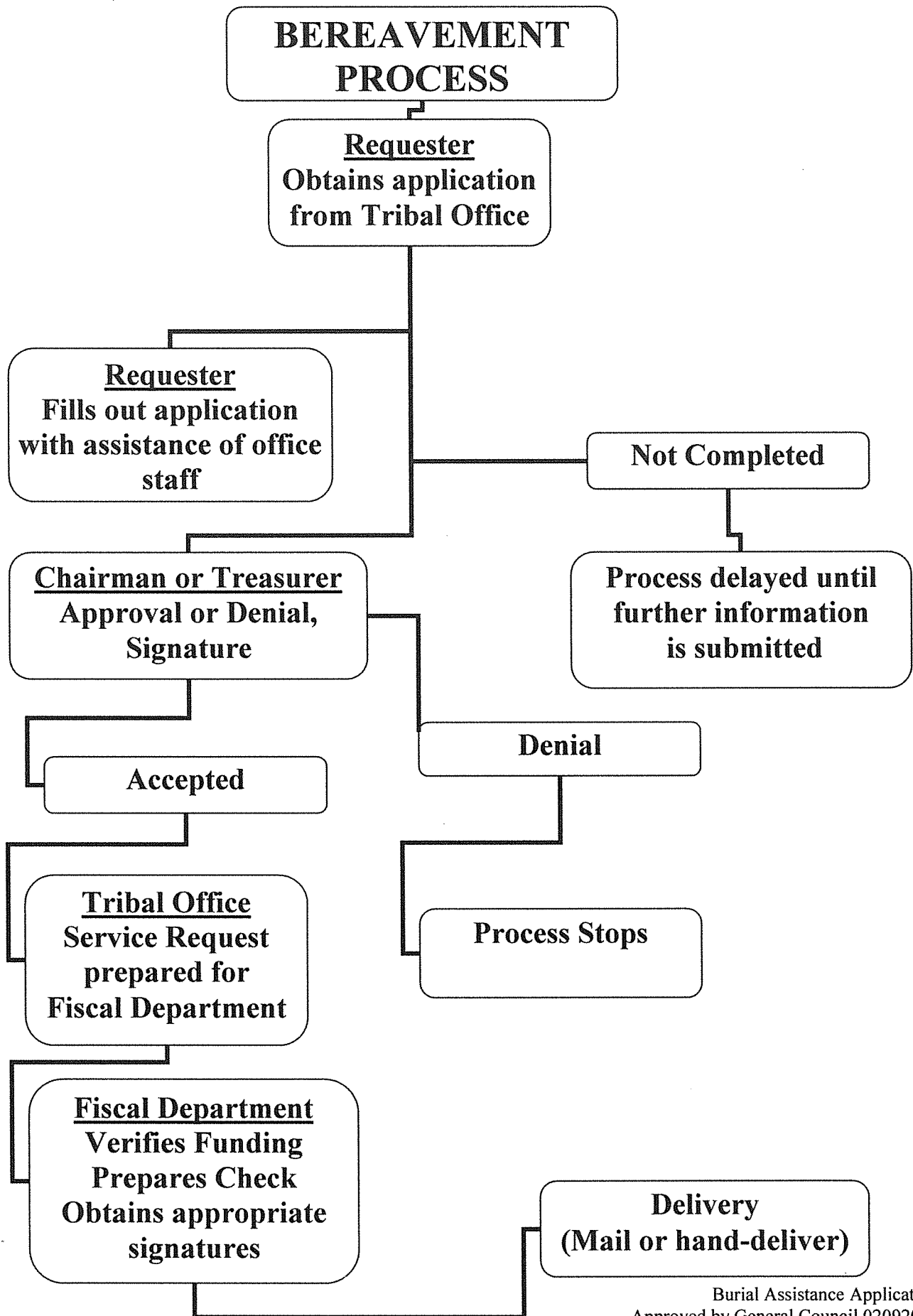
Chairman (or) Treasurer Signature: _____ Date: _____

Intake Check List

- _____ Application Completed
- _____ Signatures Confirmed
- _____ Power of Attorney
- _____ Funeral Provider Information
- _____ Vigil/Reception Expenses? Yes No
- _____ Explanation of Purchase Order
- _____ Supporting Documentation Attached
- _____ Explanation of Benefits/Policy Requirement

Applicant Signature: _____

Intake Signature : _____



Kashia Band of Pomo Indians of the Stewarts Point Rancheria

Burial Assistance Policy

Revision 02/09/2019

I. Purpose

- A. The Kashia Band of Pomo Indians of The Stewarts Point Rancheria (Tribe) has established a Burial Assistance Fund to assist Tribal Members with funeral costs and related expenses. A portion of the Tribe's Indian Gaming Revenue Sharing Trust Fund (IGRSTF) and other sources as applicable will be allocated quarterly to support the Fund in accordance with General Council approval and as long as such funds exist. The purpose of this policy is to provide guidance in the distribution and management of this Fund including, but not limited to: eligibility, application requirements, funding limits, and a dispute resolution process. This policy shall be effective upon its approval and adoption by the General Council.

II. Eligibility

- A. Burial Assistance Funding is available to cover expenses associated with funeral and related services for the following categories of people (collectively referenced as "Tribal Members"):
1. Enrolled members of the Kashia Tribe who pass away regardless of:
 - a) income and other resources available to the family.
 - b) membership status of the next of kin or person with Power of Attorney for burial of the Tribal Member.
 - c) existence of a life insurance policy in the name of the Tribal Member.
 2. Children from birth to 3 years old who are eligible for membership, regardless of whether a membership application was submitted at the time of their passing.
 3. Persons older than 3 years of age who are eligible for membership, PROVIDED that they have a membership application pending official action at the time of their passing.
 4. A Tribal Member *mother/parent* who miscarries a fetus that is eligible for burial as determined by a registered physician or mid-wife.
- B. Burial Assistance Funding is NOT available to cover expenses associated with funeral and related services for the following categories of people:
1. Non-tribal members aged 3 years and above who are not eligible for membership or do not have a membership application pending official action.
 2. Non-tribal member spouses, children or other relatives, except those identified in sections A.2 and A.3 above.

III. Allowable Costs

- A. The following costs are eligible for payment from the Burial Assistance Fund:
1. Funeral and related expenses including: funeral home, mortuary, crematorium, burial expenses, embalming, cemetery headstone, clothing, food, death certificates, permits, obituary publication, floral arrangements, religious ceremony related to a memorial service.
 2. Any other financial hardship the next of kin or person holding Power of Attorney for burial of the Tribal Member not mentioned above.
 3. A terminally ill Tribal Member who is not expected to live more than six (6) months is eligible for down payment or advance payment for his or her burial plot provided the application is accompanied by documentation of the Tribal Member's medical status from a registered physician.
 4. Travel expenses i.e. airfare, mileage and per diem for the immediate family (grandparents, a parent or guardian, sibling, child, spouse or domestic partner, **aunt or uncle, niece or nephew**) of a decedent Tribal Member to attend funeral services.
- B. The following expenses are NOT eligible for payment from the Burial Assistance Fund:
1. Any and all fees associated with termination of a pregnancy.
 2. Unpaid bills or rent.
 3. Down payment or advance payment for a burial plot where the life expectancy of the Tribal Member may be longer than six (6) months.
 4. Any and all alcohol and tobacco products.

IV. Application Procedures and Documentation

- A. A request for funding under this Policy must be made no later than thirty (30) days after the date of death of the Tribal Member. Applications may be obtained at the Tribal Office. The application form is attached as Exhibit A.
- B. An application form must be completed by the next of kin or person holding Power of Attorney ("POA") for burial of the Tribal Member, or by a terminally ill Tribal Member, next of kin or POA if the application seeks advance payment. For purposes of this Policy "next of kin" is defined as grandparents, a parent or guardian, sibling, child, spouse or domestic partner, **aunt or uncle, niece or nephew**.
- C. The Tribal Council will appoint a designated staff member(s) to work with applicants to complete their applications, and handle all requests and approvals to expedite the process. Once an application is completed, intake will be conducted, the application package will be forwarded to the Chairman or Treasurer for approval, then to the Fiscal staff for processing, if appropriate.
- D. The application must be supported by presentation of official documentation of death provided by a funeral home, government agency, hospital, or other facility or agency in charge of the after-death care of the Tribal Member. The Death Certificate must be received within 30 days after the Tribal Member's passing unless an extension is requested by the

applicant for good cause (such as a delay in the issuance of the Death Certificate by the responsible governmental agency).

- E. The designated staff member(s) shall make their best effort to review, and process each request for assistance, and obtain an approval (or denial), within three (3) business days after receipt of a completed application with all required supporting documentation.
- F. Receipts and/or invoices are required for all expenditures incurred for the Burial Assistance Policy. Any request for reimbursement for allowable expenses **must** be accompanied by receipts.

V. Funding

- A. Except as provided in paragraph B below, the Tribe will pay up to \$12,000 for Tribal Member funeral and related expenses, including no more than \$1,000 for vigil / reception related expenses.
- B. The Tribe will pay up to \$2,000 for burial, cremation and/or funeral expenses for an eligible fetus, including no more than \$1,000 for vigil / reception related expenses.
- C. In all cases, burial, cremation and/or funeral expenses will be paid by the Tribe directly to the Funeral Service Provider. Benefits will be paid once supporting documentation and invoices for services have been submitted by the Funeral Service Provider.
- D. In all cases, vigil/reception related expenses, such as for food, plates, flatware and flowers, shall be ordered and paid via purchase order issued by the Tribe.
- E. This Fund will continue to serve Tribal Members as long as funds are available and are sufficient to support this Policy.
- F. The Tribal Council reserves the right to reduce the benefits in the event that funds become limited.***
- G. Under no special or extenuating circumstances will the Tribal Council use available funds for costs in excess of the maximum amounts set forth in this Policy.
- H. Eligible participants who request down payment or advance payment for a burial plot will not be entitled to additional funding if the down payment or advance payment is non-refundable.
- I. The Tribal Council shall make its best effort to ensure that Burial Assistance Funds are paid on behalf of eligible applicants within thirty (30) calendar days of approval of an application for assistance.
- J. Burial Assistance Funds shall be paid to the parties identified in writing on the Burial Assistance Fund Application with supporting documentation attached. Any changes to the parties to receive funding must be made in writing by the applicant.

VI. Dispute Resolution

- A. The Tribal Council reserves the right to investigate the authenticity of documents submitted to support a request for Burial Assistance Funding. Any person found to have made false statements on an application may be denied assistance. If the falsehood is discovered after assistance has been provided, the person who obtained funds from the Tribe based on false

information or any fraudulent act will be obligated to reimburse all funds to the Tribe. In both cases, such person may be subject to disciplinary proceedings under the Tribe's Ethics and Conduct Ordinance if he or she is a Tribal Representative as defined in Section 1.1.4 of that Ordinance.

- B. At no time shall the Tribal Council be held responsible or liable for the activities or non-performance of any Funeral Service Provider.
- C. Benefits under this policy are a privilege of membership and subject to the availability of funding and Tribal Council approval. This policy does not create an entitlement or right for any person.
- D. The Tribal Council will hear and decide any dispute arising under this policy in a proceeding where affected persons will have an opportunity to present evidence and a statement before a decision is reached. Any person the Tribal Council has denied assistance or found to have obtained funds from the Tribe based on false information or any fraudulent act or a violation of the Tribe's Ethics and Conduct Ordinance may appeal the adverse decision to the General Council. The affected person(s) shall submit, within seven (7) days of receipt of the Council's decision, a written request for appeal that explains the reasons for the appeal. Any such appeal shall be heard and decided by secret ballot at the next General Council meeting at which a quorum is present. All decisions of the General Council shall be final and not subject to further appeal.