



Bahastl'ah Chapter

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POLICY

Funeral Expense Assistance

I. PURPOSE

The Bahastl'ah Chapter allocates a portion of funds to provide financial assistance to community members for funeral expenses. Bahastl'ah Chapter shall identify and allocate funds in a line item under the General Activity Fund for Funeral Assistance. Approval is based solely on availability of funds. Funeral Expense Assistance is provided for expenses such as, flowers, a headstone, and the deceased's clothing, for the funeral or burial.

II. ELIGIBILITY

- A. Funeral assistance will only be for backhoe assistance **-OR-** a \$100 payment to a vendor (not both).
- B. The deceased must have been a registered voter living within the boundaries of Bahastl'ah Chapter at the time of their death. In situations where there may be unusual circumstances, eligibility will be determined on a case-by-case basis. Issues shall be discussed with the Community Service Coordinator (CSC) and the Chapter Officials.
- C. For any deceased member younger than 18 years of age, at least one parent or guardian must be a registered voter at Bahastl'ah Chapter at the time of the minor's death. If a guardian requests funeral expense assistance, they must submit legal documentation stating they are the Legal Guardian(s) of the minor(s). Acceptable documents include proof of Guardianship from a court, a Power of Attorney, Social Security benefit verification, or verification from other public assistance. If none of these are available, eligibility will be determined on a case-by-case basis with the CSC and Chapter Officials.

III. PROCESS FOR FUNERAL ASSISTANCE REQUEST

- A. Any documents needed for funeral expense assistance must be submitted to Chapter Administration at least three (3) days before the funeral.
- B. Requestor shall submit a Funeral Expense Assistance Request form to the CSC or Accounts Maintenance Specialist (AMS).
 - 1. Funeral Expense Assistance is limited to \$100.
 - 2. An invoice from the funeral home is required.
 - 3. The Funeral Expense Assistance disbursement will be made payable to the Vendor.
 - 4. No reimbursements will be paid.

IV. PROCESS FOR BACKHOE ASSISTANCE

- A. Bahastl'ah Chapter provides assistance by digging burial plots within the community boundaries at no cost to the family, if requested. **The backhoe will not be used to cover up the burial plot.**
- B. In order to avoid any disputes, the family of the deceased must notify the Chapter and Grazing Official well in advance about where the grave is to be dug (family plot or public cemetery). The Grazing Official will notify the CSC if there are any issues related to the burial site chosen by the family, and issues will be resolved cooperatively.
- C. Requestor shall request for backhoe assistance by submitting a Heavy Equipment Request Service Sheet indicating the location of the proposed gravesite. The Grazing Official and Requestor will visit the proposed site BEFORE request is approved.
- D. Accommodations for the burial site will be made available if the family gives proper notice and heavy equipment is operational and available.

V. AMENDMENTS

The Funeral Expense Assistance Policy may be amended from time to time in writing by the Community Service Coordinator and the Chapter Officials. Thereafter, the amended Policy will be presented at duly-called Chapter Planning and/or Regular meetings, and in accordance with the Navajo Nation Fiscal Policies and Procedures, Section VII (K).

Approved by:	<u>April 12, 2019</u>
Meeting Date:	<u>April 14, 2019</u>
Resolution No.:	<u>BAH-19-04-14-195</u>
Motioned by:	<u>Marilyn Johnson</u>
Seconded by:	<u>Rosemary Smith</u>
Vote Count:	<u>18 - 00 - 04</u>