

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 02: General Administration

Item 023: **Funeral Expenses – Special Need Payment**

Suggested changes send to: [DSS PSOA Mailbox](#)

Issued: **December 7, 2012**

Revision in Red

References: Welfare and Institutions Code 11212;
California-DSS-Manual-Ops Letter # OPS-99-01;

Replaces Issue: May 13, 2012

Policy

State AFDC-FC funds may be used to pay the burial costs and funeral expenses directly to the funeral home and the burial plot owner for any child who, at the time of death, is receiving AFDC-FC, to the extent that the foster parent(s), or guardians are not otherwise reimbursed for costs incurred for such purposes, in an amount not to exceed \$5,000 for actual costs.

For the purposes of this policy only, an infant residing with their AFDC-FC awarded minor parent is considered as eligible for reimbursement of funeral and burial expenses.

Exclusions

The County will not pay any expenses paid by the natural parent or on behalf of the natural parent or reimbursed by life insurance or burial policy.

The County will not reimburse any funeral expenses not met by AFDC-FC State funds.

Purpose

To meet State and County obligations as they relate to the funeral and/or burial costs of youth in foster care.

Procedure

Responsibilities

- The assigned social worker (SW) must verify reimbursement eligibility from the AFDC-FC Social Services Program Supervisor (SSPS).
- The SW will submit tax forms [W-9](#) Request for Taxpayer Identification Number and Certification and [590](#) Withholding Exemption Certificate to the funeral provider for completion.
- The SW must receive authorization from both the SW Supervisor (SWS) and Program Manager (PM) before submitting requests for payment.
- The SW will submit a written request for payment to the Eligibility Worker (EW) with all required documents including forms W-9 and 590, completed by the funeral provider. The EW cannot issue a check to the funeral provider without all required forms.

Required Documents

- Contract for services or receipts of payment
- Contract for services or receipts of payment
- A written request for payment
- Verification of death
- W-9 Request for Taxpayer Identification Number and Certification
- 590 Withholding Exemption Certificate