

**SOUTHWEST HEALTH AND HUMAN SERVICES  
INCOME MAINTENANCE POLICY NUMBER 3**

EFFECTIVE DATE: 02/16/11

REVISION DATE: 09/16/15; 03/15/17; 07/19/17; 04/17/19; 11/18/20; 05/18/22

AUTHORITY: Southwest Health and Human Services – Human Services Board  
MN Statute 261.035

**---BURIAL AND CREMATION POLICY---**

In accordance to Minnesota Statute 261.035, Southwest Health and Human Services has developed the following policy to allow for the disposition of a dead human remains in which an ability to privately pay does not exist. This policy meets the minimum requirement to dispose of a dead remains and still be considered dignified. The two basic service options provided in this policy for disposition are referred to as immediate burial or direct cremation. This policy may be altered to meet next of kin's desired service wishes, however any additional services and corresponding expenses will be responsible to be met by the next of kin's financial resources and not from the decedent's remaining assets.

**Section 1 - Eligibility Requirements for a County Paid Burial**

- a. Any funeral service which will require county funding must be requested within three (3) days from the time of death. If the third day falls on a weekend or holiday where the office is closed then one (1) additional day will be given. Any county paid burial/disposition requires prior approval for any services rendered.
- b. Application for Payment of Income Maintenance Burial must be completed by the family or individual with the legal right to control service.
- c. Prior Authorization for payment must be obtained from Southwest Health and Human Services.
- d. Any resources available for funeral costs such as Social Security Death Benefits, Veteran's Benefits, savings, checking, and life insurance available to the decedent or the decedent's spouse are to be deducted from the county allowable burial expenses.
- e. Other customary expense items such as printed material, service gratuities, newspaper/media expense, certified copies of death certificate, church or location rental, flowers, embalming, preparation for viewing, visitation ceremony or funeral ceremony, and etc. are the responsibility of the family or individual with the legal right to control service. Relatives cannot upgrade or contribute to expenses that are explicitly paid by the agency (i.e. professional services, transfer of the remains, funeral coach, casket/urn, or cemetery liner). If cremation is chosen, the family or individual with the legal right to control service may elect a public viewing but this expense is the responsibility of the decedent's family/relatives/or individual with the legal right to control service. Payment for these expenses cannot come from the decedent's assets if a county burial is approved.
- f. In being financially prudent to county taxpayer, immediate disposition must be held Monday through Friday. Any expenses associated with weekend, holiday or overtime fees are NOT included and will be at the expense of the next of kin.

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- g. This policy is applicable to fetuses of 20 weeks or more, stillborns, or any live births.

**Section 2 - Basic Services**

a. Immediate Burial

1. Amount of payment is not to exceed \$3800 for the following services: Professional services, transfer of the remains and use of funeral coach.
2. Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
3. Amount of payment for burial are as follows:
  - Casket \$750
  - Liner \$ 900 (if required by the cemetery)
  - Cemetery Lot and Grave (opening and closing) at cost

b. Direct Cremation

1. Amount of payment is not to exceed \$3800 for the following services: Professional services, transfer of the body, and cremation process.
2. Additional payments can be authorized for general transportation for removal and/or burial beyond 25 miles up to a maximum of 200 miles at \$2.00 per loaded mile.
3. Amount of payment for burial are as follows:
  - Urn \$100

c. Basic services are either immediate burial or direct cremation as listed above. County paid expenses will be based strictly on method of final disposition.

In accordance with Minnesota Statute 261.04, Southwest Health and Human Services shall have claim against the estate of a deceased person who received a county funded burial. Please also refer to Administrative Policy #25 Funeral Expenses Policy

**ALL BILLS RECEIVED FROM THE FUNERAL HOME MUST BE ITEMIZED**

Agency Forms Regarding This Policy:

- ELIG #009 – Application for Payment of Income Maintenance Burial
- ELIG #032 – Payment Authorization Form
- ELIG #083 – Cover Letter
- ELIG #084 – Claim of Funeral Director for Payment of Income Maintenance Burial
- ELIG #118 – Estate Claims Fact Sheet Referral to Collections