

County Burial and Funeral Allowance Expenditure Policy¹ **Effective December 16, 2008**

In accordance with MN Statute §261.035, Otter Tail County will provide county burials for residents of the county who are otherwise unable to pay the cost of a funeral and disposition of their remains.

Application for a county burial can be made by a relative, friend of the deceased, or a funeral home director and **must be conducted in person**. Applications must be made before the funeral arrangement agreement is completed unless weekends, holidays or extraordinary circumstances prevent a timely application. **Verification of the balance in any and all accounts held by the decedent, as of the date of death, is required before the burial will be approved.**

County payment must be accepted as payment in full for items included in the county burial policy. The county funded burial is not intended to supplement other monies available for such services. If family and/or friends choose to make substitutions such as upgrading the casket, they will be obligated to pay for the entire cost of the funeral. Items of a special nature, such as an oversized casket, will be individually considered and need to be prior authorized.

If a request is approved, it is understood that all resources (including but not limited to balance of checking/savings account) of the decedent shall be **remitted to the funeral home** to offset the expense of the burial. **Otter Tail County will then pay the balance due (up to the approved limit) to the funeral home. After approximately thirty (30) days the county will close out any accounts held by the decedent if the family is not able to access the funds.** In addition, where applicable, any death benefit available must be applied for and shall be turned over to the county. If other resources become available to the deceased estate, it is understood that the county will be notified immediately.

Otter Tail County will not pay for any extra fees associated with the burial. Only the actual price of the lot and actual grave digging expense will be paid, up to the approved limits. **Receipts for these services should accompany the voucher submitted by the funeral home.** If the allotted maximum amounts do not cover the lot or the digging expense, the family will be obligated to pay the difference. If the family can not afford the overage, Otter Tail County will pay for storing the casket until spring (note approved limit) and/or assist them with finding a less expensive cemetery. A copy of the allowable funeral expenses/limits is available upon request.

It is expected that the family will be responsible for expenses which include, but are not limited to, internment fees, winter burial costs including snow removal, perpetual care, markers, final dates, visitation, memorial paper products, cash advances, flowers, clothing, honorariums, etc... No county funds will be allowed for these items.

¹ Originally developed in 2000. Updated and approved by the Board on 06/22/04. Revised and approved by Human Services Board on 12/16/08.

Otter Tail County
Department of Human Services
 530 West Fir Avenue
 Fergus Falls, MN 56537
 (218) 998-8230 Fax (218) 998-8270

I, _____, _____ of
 (Name of Person Making Application) (Relationship to Deceased)

_____, case # _____
 (Name of Deceased)

request assistance in payment of his/her funeral expenses at the _____
 (Name of Funeral Home)

The decedent was a resident of _____ for _____.
 (Address) (Length of Residence)

To the best of your knowledge, please list all known assets of the deceased; cash, bank accounts, nursing home account, burial funds, trusts, life insurance, stocks, bonds, securities, social security benefits, Veteran's benefits, and other real or personal property.

Account Type	Location	Last Known Balance
Checking Account <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Savings Account <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Nursing Home <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Certificate of Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Annuity <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Life Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Burial Trust <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
VA Benefit <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Soc. Sec. Death Benefit <input type="checkbox"/> Yes <input type="checkbox"/> No		\$
Real Estate <input type="checkbox"/> Yes <input type="checkbox"/> No		\$

I do hereby declare that the information I have provided is true and accurate to the best of my knowledge. All assets owned by the decedent have been disclosed to the county agency and are listed above.

I have read the attached burial policy and understand that family and/or friends will be responsible for any additional items that they choose that are above the rates established in the burial policy.

Your Signature:	Date:
Address:	Phone No.

**Otter Tail County Human Services
Funeral Allowance Expenses - Adults**

Traditional Funeral Earth Burial		Traditional Funeral with Cremation		Memorial Service - Cremation	
Professional Services	\$1,250.00	Professional Services	\$1,250.00	Professional Services	\$1,250.00
Embalming	350.00	Embalming	350.00	Embalming	0.00
Other Preparation	110.00	Other Preparation	110.00	Other Preparation	110.00
Visitation	0.00	Visitation	0.00	Visitation	0.00
Funeral Service	175.00	Funeral Service	175.00	Funeral Service	175.00
Removal/Transfer (\$1.50/loaded mile – max 250 miles)†	varies	Removal/Transfer (\$1.50/loaded mile – max 250 miles)	varies	Removal/Transfer (\$1.50/loaded mile – max 250 miles)	varies
Hearse (\$1.50/loaded mile – max 250 miles)‡	varies	Hearse (\$1.50/loaded mile – max 250 miles)	varies	(not applicable)	
Casket (cloth covered)	400.00	Casket	400.00	Cremation Container	100.00
Grave Liner	595.00	Cremation Fee	215.00	Cremation Fee	215.00
Maximum Sub-Total	3,630.00	Maximum Sub-Total	3,250.00	Maximum Sub-Total	2,600.00
Single grave space (actual cost) - Not to exceed \$400 (family pays overage)	400.00	Single grave space (actual cost) - Not to exceed \$400 (family pays overage)	400.00	Single grave space (actual cost) - Not to exceed \$400 (family pays overage)	400.00
Opening/Closing (actual cost) - Not to exceed \$400 (family pays overage)	400.00	Opening/Closing (actual cost) - Not to exceed \$400 (family pays overage)	400.00	Opening/Closing (actual cost) - Not to exceed \$400 (family pays overage)	400.00
Winter Storage - \$40.00 If family chooses to wait until spring	40.00	Winter Storage - \$40.00 If family chooses to wait until spring	40.00	Winter Storage - \$40.00 If family chooses to wait until spring	40.00
Maximum Total²	4,470.00	Maximum Total	4,090.00	Maximum Total	3,440.00

² The “Maximum Total” figures for funeral expenditures for adults include maximum allowable reimbursement for transfer, hearse, grave space, opening/closing and winter storage as applicable.

**Otter Tail County Human Services
Funeral Allowance Expenses - Children**

Child Services: Ages one to three and Ages three to six		Child Services still born to age one		Immediate/Direct Cremation	
Professional Services	875.00	Professional Services & casket	788.00	Professional Services	681.00
Embalming	150.00			Cremation Fee	215.00
Other Preparation	75.00			Other Preparation	110.00
Visitation	0.00			Visitation	0.00
Funeral Service	175.00			Funeral Service	0.00
Removal/Transfer (\$1.50/loaded mile – max 250 miles)	varies	Removal/Transfer – Extra (\$1.50/loaded mile – max 250 miles)	varies	Removal/Transfer (\$1.50/loaded mile – max 250 miles)	varies
Hearse (\$1.50/loaded mile – max 250 miles)	varies			Cremation Container	100.00
Maximum Sub-Total	2,025.00	Maximum Sub-Total	1,163.00	Maximum Sub-Total	1,481.00
Casket/Vault Combo One to Three years (1 – 3)	250.00	(not applicable)		(not applicable)	
Casket (cloth) Three to Six years (3 -6)	400.00	(not applicable)		(not applicable)	
Grave liner if necessary	595.00	(not applicable)		(not applicable)	
Single grave space (actual cost) - Not to exceed \$400 (family pays overage)	400.00	Single grave space (actual cost) - Not to exceed \$400 (family pays overage)	400.00	Single grave space (actual cost) - Not to exceed \$400 (family pays overage)	400.00
Opening/Closing (actual cost) - Not to exceed \$400 (family pays overage)	400.00	Opening/Closing (actual cost) - Not to exceed \$200 (family pays overage)	200.00	Opening/Closing (actual cost) - Not to exceed \$200 (family pays overage)	200.00
Winter Storage - \$40.00 If family chooses to wait until spring	40.00	(not applicable)		(not applicable)	
Maximum Total³	3,860.00	Maximum Total	1,763.00	Maximum Total	2,081.00

[†] Removal/transfer reimbursement for all six options (adult and children) is a maximum of \$375.00

[‡] Hearse reimbursement for all eligible options that include this service is a maximum of \$375.00

³ The “Maximum Total” figures for funeral expenditures for children include maximum allowable reimbursement for transfer, hearse, casket (cloth), grave liner, grave space, opening/closing and winter storage as applicable