

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

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TITLE: INTAKE, ELIGIBILITY AND FINANCIAL ASSISTANCE – FUNERALS	SECTION: ONTARIO WORKS
DATE: September 9, 2004	POLICY NO.: KDSB-OW-IV-04
APPROVED BY: Resolution No. 2004-75	REVISED: Resolution No. 2009-37

REFERENCES

Ontario Works Directive 7.1

SUMMARY

Under the Public Hospitals Act and the Anatomy Act, the municipality has a responsibility for the burial of needy persons.

As a discretionary item under the Ontario Works Act, funding can be requested for indigent funeral for people who were on social assistance, Ontario Works or Ontario Disability Support Program.

There are two types of funerals that can be covered:

- a. Type A – Immediate Disposition Services Provided
 - (1) Professional and staff services including administration and documentation
 - (2) Other preparation
 - (3) Initial transfer
 - (4) Transfer to local cemetery or crematorium.
 - (5) Container (chipboard disposal unit)
 - (6) Burial or cremation costs at current rate **Maximum Rate - \$2,200.00**

- b. Type B – Funeral Services Provided
 - (1) Professional and staff services including administration and documentation
 - (2) Embalming
 - (3) Initial transfer
 - (4) Visitation
 - (5) Facilities and equipment
 - (6) Use of vehicles – lead car, clergy and funeral coach. **Maximum Rate - \$3,200.00**

PROCEDURE

- 1. The family or the funeral director will contact the Ontario Works Manager for payment approval prior to the funeral arrangements being made. Funeral homes are to be advised of the maximum amount available for funeral expenses.
- 2. Only those people who were on social assistance at the time of death will be eligible for funeral payment.
- 3. If the deceased was not on assistance the family can be referred to the Municipality for assistance with funeral costs. The cost will be borne completely by the municipality at 100%.
- 4. The Manager will determine whether there is eligibility for CPP Death Benefits, Life Insurance or any other financial benefit that will cover the cost of the funeral.

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PROCEDURE Cont'd:

5. If other available resources exceed the complete funeral cost, assistance will be denied.
6. If there are no other resources available or if they only cover a portion of the cost, assistance will be approved and will be paid directly to the funeral home.
7. If other resources are available, an Assignment or and Agreement to reimburse will be completed and the Ontario Works office will apply for the benefit on behalf of the deceased.
8. Applications for funeral expenses will include a Form 1a (condensed Application Form for Assistance – Part 1), Form 3, and any accompanying assignments. A copy of birth and death certificate is required. A family member or friend will be required to complete the application on behalf of the deceased.
9. If the deceased was on assistance, and if there is an Application form on file that has been completed in the past year, a new application will not be required. However, assignments may be required.
10. Payment of the first \$2250 will show under funerals of the Form 5. Any payment above this amount is recorded under excess funeral costs on the Form 5.
11. The municipality is entitled to recover amounts paid for a funeral or burial of a social assistance recipient. Any uncashed government cheques that are available may be requested by the Ontario Works office to cover the cost of the funeral or burial.
12. Eligibility and amount of CPP Death Benefit can be determined immediately by calling 1-800-277-9914. The caller will explain that this office has been requested to cover the cost of the funeral, that there is no estate and that the eligibility for and amount of CPP benefits is required to determine eligibility.
13. When an application is made to CPP, by Ontario Works, on behalf of the deceased, the following documents must accompany it:
 - a. funeral account;
 - b. proof of payment (receipt);
 - c. copy of death certificate
 - d. birth certificate;
 - e. social insurance number;
 - f. Accompanying letter.

Payments

14. When payments are made and the deceased was on OW or ODSP, the cost is funded at 80/20 cost sharing. If the deceased was not on OW or ODSP, the municipality funds all expenses at 100%.
15. The maximum allowable cost for a funeral is \$3,200.00 plus costs for plot, perpetual care and cost of Internment. Costs for plot, perpetual care and internment will be paid directly to the municipality at the current municipal rate.

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Appendix A
Request for Funeral Intake and Tracking Sheet

REQUEST FOR FUNERAL – INTAKE AND TRACKING

NAME OF DECEASED: 100% _____
NEXT OF KIN: AR _____

D.O.B.: S.I.N.:
DATE OF DEATH:
FUNERAL HOME:
INCOME:
LIFE INSURANCE:
ANY OTHER INCOME: TOTAL INCOME:
ASSETS AVAILABLE:

COST OF FUNERAL:
COST OF BURIAL: TOTAL COST:
PAYMENTS MADE:

 TOTAL PAYMENTS:

REIMBURSEMENTS RECEIVED:
 TOTAL: ()

NET COST: