

**STOCKBRIDGE-MUNSEE COMMUNITY
Tribal Council Policy**

Subject:	Burial Assistance	Policy No:	TC-01-01.00
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Policy:

As funding allows, a Tribal Member Burial Fund Policy is established to assist families with expenses directly relating to funerals, burials, etc. of Tribal members. Assistance shall not to exceed \$6,500.00 per Tribal member, provided the applicants meet the requirements of this Policy.

Enrollment Department:

All inquiries for Tribal member burial funds shall be directed to the Enrollment Department. All applications must be submitted within six months of the Tribal member's death. The Enrollment Department shall assist the applicant with the process and completing the application, if necessary.

- The Enrollment Department shall verify that the application's named deceased was an enrolled member of the Stockbridge-Munsee Community.
- The applicant must provide a certified death certificate to the Enrollment Department as proof of the Tribal Member's death.
- The Enrollment Department shall inform the applicant that upon approval by the Tribal Treasurer, Stockbridge-Munsee burial funds will be paid to the funeral home directly for any remaining costs or as reimbursement to the payor for documented expenses directly related to the burial. The document(s) provided must indicate the exact items purchased, the amount paid and who paid. Reimbursement shall only be made to the person identified in the document(s) and only for the amount documented.
- If there is some uncertainty by the Tribe as to which entity or person should be paid, a Legal opinion shall be requested prior to any payment being made. The Tribal Treasurer will make the final decision regarding payment if there is uncertainty as to which entity or person should be paid.
- The Enrollment Department shall certify that the Tribal member is deceased, complete and sign a Request for Payment form indicating who should be the recipient of the burial fund, and forward the certification and Request for Payment on to the Tribal Treasurer.

Tribal Treasurer:

- The Tribal Treasurer shall review the certification and Request for Payment, and if everything is complete, the Tribal Treasurer shall sign a letter directing the financial institution to release the burial assistance funds to the named entity on the Request for Payment.

- The Tribal Treasurer shall forward the certification, Request for payment and letter to the Chief Financial Officer

Chief Financial Officer:

- Upon receipt of the certification, purchase order and letter to the financial institution, the Chief Financial Officer shall contact the financial institution and forward the appropriate documentation to the financial institution.
- On a monthly basis, the Chief Financial Officer shall reconcile the statement from the financial statement with the Tribe's records regarding the burial trust account.

Investments:

The Burial Assistance Funds shall be invested in accounts approved by the Tribal Council. The Chief Financial Officer and Tribal Treasurer shall periodically review the performance of the burial trust account and the investment strategy, and make reasonable changes to the investment accounts.