

**COYOTE VALLEY BAND OF POMO INDIANS
POLICIES AND PROCEDURES**

TITLE: Burial Assistance

PURPOSE: Upon request burial assistance may be provided to persons who meet the criteria set forth in this policy. The assistance is subject to available funds and shall be limited to the following policy and procedure. Administration shall strictly adhere to this policy and procedure. Review of this policy shall be done on an annual basis from the date of approval by Tribal Council.

I) ELIGIBILITY

- A) Any adult member of the Coyote Valley Band of Pomo Indians or immediate family of said member as defined as spouse*, natural or legally adopted child(ren), siblings, grandchild(ren) may apply for burial assistance to alleviate the financial hardship caused by the death of a qualified family member.

II) QUALIFIED FAMILY MEMBER

- A) Any person deemed eligible for membership to the Coyote Valley Band of Pomo Indians in accordance to the Tribal Constitution
- B) Persons related to an enrolled member of the Tribe who maintain a close personal tie to the tribal community may be eligible for limited assistance (non-member spouse*, non-member parent, non-member sibling, non-member child)
 - 1) Funeral costs (up to \$3500.00)
 - 2) Food Allowance (up to \$250.00)

III) ALLOWABLE EXPENSES

- A) Tribe shall be the payer of last resort
 - 1) The Tribe shall only pay burial expenses once all other resources have been exhausted
 - (a) Private Burial Insurance
 - (b) Private Life Insurance
 - (c) Any other resources made to the family to pay for funeral expenses not listed above
- B) Funeral Cost including casket/urn, plot, mortuary, cemetery may be paid upon request
 - 1) Payment shall be made directly to the vendor
 - 2) An estimate of cost for each item shall be provided to process request
- C) Travel Expenses may be paid upon request for immediate family members (as defined above) who live more than 100 miles from where the funeral is to take place
 - 1) Airfare
 - 2) Lodging
 - 3) Mileage
 - 4) Per Diem
- D) An allowance for food expenses relating to the funeral and memorial service may be paid upon request
 - 1) Maximum \$1000.00
 - 2) Payment shall be made directly to the vendor

IV) APPLICATION FOR ASSISTANCE

- A) Upon the death of an eligible family member a Funeral Assistance Request must be completed and turned into the Tribal Administration office
 - 1) Request must include an estimate of cost from each vendor
 - (a) Mortuary
 - (b) Cemetery
 - (c) Florist
- B) Immediate family members attending the services must individually complete a Request For Assistance to receive travel if eligible under this policy
 - 1) All travel shall be paid at the maximum federal rate
- C) Each request will be processed by Tribal Administration in accordance to this policy in a manner consistent with accounting policy and procedure for the Coyote Valley Tribe

*as defined under Tribal law

ATTEST:

Candace Lowe, Tribal Secretary

John Feliz Jr., Tribal Chairperson

Vote: 5 - yes 0 - no 0 - abstentions

DATE