

	<b>Department of Human Services CHILDREN, ADULTS &amp; FAMILIES</b>	<b>NUMBER: I-E.5.3</b> <b>OAR: 413-090-0400 thru 0430</b>
	<b>CLIENT SERVICES MANUAL I</b>	<b>SECTION: E. Substitute Care</b>
	<b>ISSUED BY: Office of Permanency for Children and of Training</b>  <b>EFFECTIVE DATE: January 7, 2003</b>	<b>SUBSECTION: 5. Payments</b>
<b>SUBJECT: 3. Funeral and Burial Expenses - Oregon Administrative Rules</b>		

Responsible Manager: Manager,  
Foster Care

Approval: \_\_\_\_\_  
Administrator,  
Office of Permanency for  
Children and of Training

Interpretation: Manager,  
Foster Care

**REFERENCES:** CF 294, Administrative Expense Voucher  
ORS 97.170(4)  
ORS 97.010

## PURPOSE

**413-090-0400** These rules, **OAR 413-090-0400 through 0430**, describe the payment of funeral, burial or cremation expenses for a child who dies while in the legal custody of the Department.

**Statutory Authority: ORS 418.005**

**Stats. Implemented: ORS 418.005**

## DEFINITIONS

**413-090-0405 (1) “Department”** means the Department of Human Services (DHS).

**(2) “SDA”** means Service Delivery Area (SDA). A geographic region of one or more counties served by the Department and managed by an SDA Manager.

## ELIGIBILITY FOR PAYMENT

**413-090-0410** Funeral, burial or cremation expenses shall only be authorized for a child who is in the Department's legal custody at the time of death. All other resources for payment of expenses, including parents, relatives and guardians must be explored before approval is given for the Department to make payments.

**Statutory Authority: ORS 418.005**

**Stats. Implemented: ORS 418.005**

## PAYMENT METHOD

**413-090-0420** Payment by the Department will be by CF 294 (Administrative Expense Voucher). This expenditure will be charged to the branch Services and Supply allocation. Vendors must submit itemized billings on their letterhead.

**Statutory Authority: ORS 418.005**

**Stats. Implemented: ORS 418.005**

## ALLOWABLE COSTS

**413-090-0430** Funeral, burial or cremation expenses are to be borne by parents, relatives and guardians if at all possible. In the event the agency must cover costs, payment for funeral, burial or cremation expenses are not to exceed \$1,500. Exceptions can be made up to \$2,500 total with SDA Manager or designee approval. The following list specifies allowable expenses:

### (1) Funeral Service

#### (a) Transportation in excess of 25 miles for:

(A) First call;

(B) Funeral coach.

### (2) Burial or Cremation:

#### (a) Cemetery burial:

(A) Endowment care, if provided by cemetery;

(B) Grave space;

(C) Outer case, opening and closing of grave.

(b) Indoor or Outdoor Mausoleum Burial:

(A) To be provided within total burial allowance;

(B) Opening, closing and lettering when crypt is already owned.

(c) Cremation Services:

(A) Cremation;

(B) Unpolished urn;

(C) Niche;

(D) Grave space for cremated remains;

(E) Interment of cremated remains;

(F) Endowment care when provided;

(G) Finished urn when an open-front niche is already owned;

(H) Transportation of cremated remains may be authorized by branch office in exceptional case.

**Statutory Authority: ORS 418.005**

**Stats. Implemented: ORS 418.005**