

	<b>STATE OFFICE for SERVICES to CHILDREN and FAMILIES</b> CLIENT SERVICES MANUAL I ISSUED BY: Program Operations EFFECTIVE DATE: July 12, 1999	NUMBER: I-E.5.3
		SECTION: E. Substitute Care
		SUBSECTION: 5. Payments
<b>SUBJECT: 3. Funeral and Burial Expenses</b>		

Responsible Manager: Manager,  
Transitional Resources Unit

Approval: Assistant Administrator,  
Program Operations

Interpretation: Manager,  
Transitional Resource Unit

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

## PURPOSE

**413-090-0400** These rules describe the limitations on the payment of funeral, burial or cremation expenses for a child who dies while in the legal custody of the State Office for Services to Children and Families (SOSCF).

**Statutory Authority: ORS 418.005**

**Stats. Implemented: ORS 418.005**

## ELIGIBILITY FOR PAYMENT

**413-090-0410** Funeral, burial or cremation expenses shall only be authorized for a child who is in SOSCF'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 SOSCF to make payments.

**Statutory Authority: ORS 418.005**

**Stats. Implemented: ORS 418.005**

## PAYMENT METHOD

**413-090-0420** Payment by SOSCF 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 branch manager 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**