

Indigenous and
Northern Affairs CanadaAffaires autochtones
et du Nord Canada

August 2, 2017

Your file - Votre référence

Our file - Notre référence

6595-12-F1

Cidm 1040732

Chief and Council
All Ontario First Nations

Dear Chief and Council:

**Re: Update to Ontario Region Funerals and Burials Policy for Persons
Not in Receipt of Income Assistance**

Please be advised that Indigenous and Northern Affairs Canada (Ontario Region) has updated the regional directive and application form for Funeral and Burial Assistance for Non-Social Assistance Recipients. A copy of the updated directive and form is attached for use by your Ontario Works Administrator or other social services staff.

The new two-page application form has been simplified. Please continue to send applications to: reportsontario@aadnc-aadnc.gc.ca or by fax to: 807-623-3536.

As the cost of funerals has increased, the updated regional directive recognizes that a non-social assistance recipient funeral may cost up to a maximum of \$6,500 to be eligible for an INAC contribution of up to \$3,500.

Please note that the maximum departmental contribution established by INAC's "National Manual – Social Programs" remains at up to \$3,500 for a funeral, and up to \$6,000 for transportation. For further information, please consult section 2.1.1 of the National Manual, available at: <https://www.aadnc-aadnc.gc.ca/eng/1484941779222/1484941844596>.

If you have any questions, please contact Mr. Joe Molaski, Senior Officer, Social Programs, Education and Social Programs, who may be reached by email at Joe.Molaski@aadnc.gc.ca or at 416-952-8440.

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I trust this is of assistance. We look forward to continuing to work in partnership to update social programs and services to address community needs.



Peter R. Jones
Director, Education and Social Programs
Ontario Region

25 St. Clair Avenue East, 8th floor
TORONTO ON M4T 1M2

attach.: (1) Funeral and Burial Application and Estate Determination Form
For a Non Social Assistance Recipient (Non-SAR)

(2) Revised Regional Directive on Funerals and Burials Policy for
Persons Not in Receipt of Income Assistance

c.c.: All First Nation Ontario Works Administrators
Jessica Nadjiwon, Executive Director, Ontario Native Welfare
Administrators Association
Joe Molaski, Senior Officer, Social Programs, Education and Social
Programs Directorate, INAC Ontario Region



Funeral and Burial Application and Estate Determination Form For a Non-Social Assistance Recipient (Non-SAR)

All fields mandatory

Applicant First Nation		
First Nation Name	First Nation Number:	
Identification of Deceased		
Name of Deceased:	Status Indian Registration Number of Deceased (10 digits):	
Address of the Deceased (including Postal Code):	(Note: If the deceased is a non-Native/non-Status /non- registered individual, please provide the Status Indian Registration Number of the spouse, common law partner, or parent of the deceased)	
Screening Questions	Yes	No
Was the deceased ordinarily resident on an Indian Reserve in Ontario? (Includes individuals temporarily off-reserve to obtain care/education)		If "No" it is not eligible
Are there sufficient resources or liquid assets available from the estate, family and other sources to pay for the funeral and burial expenses?	If "Yes" it is not eligible	
Cost		
Total cost of funeral and burial: Total costs not to exceed the maximum of \$6,500 (\$3,500 INAC contribution, plus an amount of up to \$3,000 in additional expenses that family/friends/First Nation contribute out of their own resources):	\$	
Cost of transportation (if applicable): In/out of First Nation transportation costs of the body of the deceased (if applicable). Insert INAC funding up to a maximum of \$6,000 or actual costs, whichever is less:	\$	
Total cost: (sum of above)	\$	
Estate and Assets Determination		
Cash in hand or In bank accounts (must provide records of the transactions for the 60 days prior to the death, where available):	\$	
Life insurance, employment or other death benefits payable at death to the estate or to surviving spouse or family member(s):	\$	
Estimated income eligibility from Canada Pension Plan (CPP) (lump sum death benefit), Old Age Security (OAS), Guaranteed Income Supplement (GIS):	\$	
Total Value of Estate & Assets available: (sum of above)	\$	
Funding Request		
Total Cost minus Total Value of Estate & Assets:	\$	



Required Documentation	
Copy of all supporting invoices: <ul style="list-style-type: none"> - copy of Death Certificate - funeral home invoice(s) - bank account records for the 60 days prior to the death (where available) - Transportation invoices, if applicable (please attach an explanation of the circumstances requiring in/out of First Nation transportation) 	
Identification of Estate Executor/Administrator	
Name of Estate Executor/Administrator:	Address of Estate Executor/Administrator:
Certification by Applicant	
I certify that, to the best of my knowledge, the information I have provided in respect of this application is complete and accurate. I give consent to disclosure of the information provided, for verification purposes. I also give consent to the First Nation to initiate recoveries from the estate and/or other sources of funding for funeral, burial and/or transportation costs. I am aware that any INAC contribution through the First Nation will be paid directly to the funeral home or other service providers toward invoiced costs, and will not be paid directly to myself or to other individuals.	
<hr/> Signature and Name of Applicant Date (e.g.; Family member, executor, and/or other person making funeral arrangements)	
Certification by Authorized First Nation Official	
I certify that, to the best of my knowledge, the information provided is accurate, including verification that the deceased was not eligible for other programs/sources of funding, and was not a recipient of income assistance (Ontario Works or Ontario Disability Support Program) at the time of death. I also certify that in the event that the First Nation makes a recovery from the estate or other sources of funding, the First Nation will reimburse INAC in proportion to INAC's contribution.	
<hr/> Signature and Name of Authorized First Nation Official Date (e.g.; Ontario Works Administrator or other designated official) (must be a different person from the applicant)	
Telephone Number of Authorized First Nation Official:	Telephone:
Email Address of Authorized First Nation Official:	Email:

**Revised Interim Regional Directive
Indigenous and Northern Affairs Canada – Ontario Region**

EFFECTIVE DATE: May 3, 2017	SUBJECT: Funerals and Burials policy for persons not in receipt of Income Assistance (Non-SARs)	No.: SD 004
REPLACES: Regional Directive dated August 16, 2004		

1.0 PURPOSE:

This policy supports the provision of financial assistance on behalf of deceased Non-Income Assistance Recipients (Non-Social Assistance Recipients) residing on reserve in Ontario, in cases of financial hardship. All applications are subject to a means test to determine if there are insufficient funds within the family, the estate of the deceased or other sources to cover all or a portion of the costs of a basic funeral, burial and/or cremation.

2.0 ELIGIBILITY:

1. The deceased was ordinarily a resident on an Indian Reserve in the Province of Ontario at the time of death. Individuals who lived in an institutional care facility, and/or were hospitalized off-reserve will be considered as ordinarily resident on-reserve if they lived on-reserve immediately prior to entering the facility/hospital. Non-Indigenous on-reserve residents whose spouse, common law partner, or parents are/were Registered under the Indian Act are also eligible for funding under this policy. Funeral costs for non-registered individuals who may live on reserve lands that are leased or rented from a First Nation or individual member are not eligible under this policy. Transportation of remains of individuals ordinarily resident on reserve who die out-of-province will not normally be covered at public expense, unless the deceased was accessing an institutional care facility or hospital in neighbouring provinces (Quebec or Manitoba).
2. The Application for Funding and the Estate and Assets Determination Form must be completed to confirm that there is no other source of funding for the funeral, burial, cremation, and/or transportation expenses. If the deceased contributed into the Canada Pension Plan (CPP) during their lifetime and their estate is likely eligible for the CPP death benefit, INAC will provide the First Nation with information on the potential maximum eligible Departmental contribution, but will withhold payment until the CPP death benefit amount has been determined.
3. The family may contribute up to \$3,000 on various upgrades so that the total invoice for the funeral and burial remains less than or equal to \$6,500.
4. In cases where the funeral, burial and related costs have already been paid by anyone other than the First Nation Administration, sufficient funds will be deemed to have been available and INAC will not make a contribution under this policy.

3.0 FUNDING CRITERIA:

Maximum financial assistance from INAC for funeral and burial/cremation is \$3,500 per case, as follows:

In accordance with the INAC National Manual – Social Programs, the maximum financial assistance is \$3,500 for any funeral and burial for a non-social assistance recipients. To be considered a low-cost funeral eligible for INAC funding in cases of financial hardship, the total cost of the funeral and burial/cremation cannot exceed \$6,500. Up to \$3,000 may be contributed by family, friends, the First Nation or other source, up to the total maximum cost of \$6,500 without affecting eligibility for INAC funding.

Maximum financial assistance from INAC for transportation of remains is \$6,000 per case, as follows:

Payment of transportation costs for the remains of the deceased to their First Nation (or out of the First Nation for embalming and return for burial), is only for the remains of the deceased and by the most economical means available. Documentation supporting a claim for transportation costs under extraordinary circumstances will be required in all instances. The maximum contribution is \$6,000 or actual costs, whichever is less.

Eligible Items for funeral and burial/cremation:

Within the recommended maximum levels, the following items are eligible costs:

Funeral Provider's Service Fee. The fee covers the cost of:

- Local transportation of the body (within the community/First Nation). Costs associated with transportation in/out of the community/first Nation may be claimed under Schedule B – Transportation.
- obtaining, completing, and filing of documents, such as:
 - medical certificate of death
 - registration of death
 - burial or cremation permit
- professional services, such as:
 - supervision and co-ordination of requested services with personal representative of the deceased
 - clergy or officiant
 - attendance of staff for services or visitation
 - cemetery
 - crematorium
- preparation of the deceased, such as:
 - sanitary care
 - embalming
 - dressing
 - hairdressing
 - casketing

facilities and equipment, such as use of funeral home and all necessary facilities including.

- funeral coach for transfer of the casket to cemetery or crematorium.
- standard basic casket (and additional cost of oversized casket).
- grave marker

Additional Items/Contributions:

Family members, friends, First Nation or other individuals may purchase the following additional items or services up to a total value of \$3,000 without affecting eligibility for INAC'S assistance under this policy.

- Casket upgrading
- Flowers
- Other required items/services

Other sources of funding for funerals and burials:

- Pre-Paid Funerals
- Last Post Fund
 - The Last Post Fund is a non-profit corporation dedicated to providing a dignified funeral and burial to eligible war veterans. If a client has served in the Allied Armed Forces, he/she may be eligible for a service through the Last Post Fund. Application may be made through the Department of Veteran's Affairs. Where a client qualifies for the Last Post Fund, INAC would not be involved in providing funding in these cases. Additional information is available at <http://www.lastpostfund.ca>.
- Life Insurance
 - If the deceased has a valid insurance policy, the value of the policy will determine the eligibility for assistance. If the value of the policy exceeds the maximum INAC benefit of \$3,500, there is no eligibility for an INAC-funded funeral. (The Life Insurance Company will pay the money to the estate for disbursement to the beneficiary by the Executor/Executrix. The first responsibility of the Executor/Executrix is to pay the funeral expenses from all existing sources.)

3.0 ROLES AND RESPONSIBILITIES:

Applicant:

The applicant is responsible to provide complete and accurate information on the application form with respect to available resources from all sources, i.e. family, estate of the deceased.

First Nation:

The First Nation Ontario Works Administration is to ensure that applications are complete, including required supporting documentation, and the application meets all the criteria. The First Nation shall pay any INAC contribution directly to the funeral home or other service provider, on behalf of the deceased's estate.

The First Nation Ontario Works Administration is to forward the Application Form – Non-SAR Funeral and Burial, to INAC, Ontario Region within 30 days from the end of the month in which the costs were incurred. The First Nation Ontario Works Administration will retain all records on file for each case for a period of seven (7) years.

INAC, Ontario Region:

INAC staff will endeavour to provide a response for a request for assistance within the generally accepted service standard of 10 calendar days.

Completed applications are to be submitted to:

By Mail:

Indigenous and Northern Affairs Canada – Ontario Region
Anemki Business Centre
100 Anemki Place, Suite 101
FORT WILLIAM FIRST NATION, ON P7J 1A5

By e-mail: reportsontario@aandc-aandnc.gc.ca

By Fax: 807-623-3536

For information and inquiries:

Joe Molaski, Senior Officer, Social Programs
Tel: 416-952-8440
Joe.Molaski@aandc-aandnc.gc.ca
Fax: 416-973-6472

5.0 DURATION:

This Directive is subject to any changes in program policy in accordance with the INAC National Manual - Social Programs.

APPROVED BY:



Regional Director General
Ontario Region

15/05/17
Date