



## Rhode Island Department of Human Services

### GENERAL PUBLIC ASSISTANCE (GPA) BURIAL ASSISTANCE PROGRAM – FUNERAL HOME CHECKLIST

Rhode Island Department of Human Services (DHS) offers burial assistance through General Public Assistance (GPA) in accordance with RIGL § 40-6-3.10 and 218-RICR-20-00-3.

- In order for a decedent to receive state burial assistance from RI DHS, and for the funeral homes to be paid in a timely manner, there must first be an application for burial assistance filed by the family and/or friends of the decedent making burial arrangements with DHS prior to when services are offered.
- If the application is subsequently denied, DHS will not provide payment for burial expenses incurred. The Funeral Home is accepting that financial risk when burial services are completed without verification of eligibility for GPA-Burial.
- Any payment received by a funeral home prior to a determination of eligibility for burial assistance from RI DHS, may be considered by DHS when determining the need for burial assistance from DHS.
- Eligibility criteria includes: the decedent must meet income eligibility guidelines. Life insurance policies along with payments of families and/or friends, will also contribute to the eligibility or amount of financial assistance available to the applicant
- Once approved for burial assistance and burial services are provided, the funeral home is responsible for sending the invoice for burial and the copy of the death certificate to RI DHS within sixty (60) days from the day of burial or cremation.
- RI DHS must receive all the documents on the below checklist from those filing the application prior to the funeral home beginning the burial process. Those forms will come from you. Please make them available to the decedent's family or friends to support the processing of the application.

**Decedent's Name** \_\_\_\_\_

**Funeral Home** \_\_\_\_\_

**Date of Death** \_\_\_\_\_

**Case # (if applicable)** \_\_\_\_\_

- Amount received from family and/or friend(s) of decedent \_\_\_\_\_  
Copy of death certificate
- Detail invoice of services provided by funeral home
- Authorization(s) from each family member and/or friend AND a copy of each family member and/or friend's photo ID, if there is a cremation and the family member and/or friend did not sign application with DHS
- Authorization Letter for (applicant's name) \_\_\_\_\_
- To be the designated person in charge of funeral arrangements (one from every family member and/or friend)

By presenting receipts for payment, funeral homes are certifying that clients' names, social security numbers, and all other information is identical to the information presented on the death certificate.

Additional Notes: \_\_\_\_\_

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## Rhode Island Department of Human Services

### GENERAL PUBLIC ASSISTANCE (GPA)

### BURIAL ASSISTANCE PROGRAM – Funeral Home

When an individual dies, and at the time of their death, they were a Rhode Island resident who had a low-income and few resources, their surviving family, or in some circumstances friends, may seek financial assistance with their final burial arrangements from the GPA-burial program.

Eligibility criteria includes: the decedent must meet income eligibility guidelines. Life insurance policies along with payments of families and friends, will also contribute to the eligibility or amount of financial assistance available to the applicant. Applications may be accepted within thirty (30) days of the date of death.

#### ***Standard Basic Allowance Payment for Funeral Services, Burial or Cremation:***

- Funeral Expense:
  - An amount up to \$900 may be authorized to meet funeral expenses of an adult or child.
- Cemetery or Crematory Expense:
  - Burial or cremation of a person: if the cost of the lot, opening and closing of the grave and/or cement grave liner is required; or when a crematory fee is required in lieu of opening and closing the grave, consideration is given to these costs according to the following maximum amounts:
    - Cement liner, if required by the cemetery - \$125
    - Crematory fee - \$150
    - Cost of a lot - \$150
    - Opening and closing of the grave - \$175
- The payment to meet burial or crematory costs that exceed these amounts may be authorized only when the Administrator of the RI GPA Program ascertains, documents and approves the existence of special circumstances.
- The Department makes payment only to service providers and does not reimburse any other person for payment of funeral and burial expenses.
- In determining either eligibility for benefits and/or the amount of any reduction in benefits paid under this section, the department shall exclude any of the following forms of income: veterans' benefits; and/or Social Security lump sum benefits. The department's standard basic allowance payment shall be set at nine hundred dollars (\$900).
- The amount of the contribution which friends or other involved parties, except for legally liable relatives, may make for upgraded services and merchandise, without affecting eligibility for the basic allowance, shall be set at one thousand six hundred dollars (\$1,600).

#### ***If Determined Ineligible:***

The applicant has the right to appeal the decision by requesting a fair hearing. The appeal instructions and forms are available on the Executive Office of Health and Human Services Appeals page:

<http://www.eohhs.ri.gov/Consumer/ConsumerInformation/Appeals.aspx>.