



SHAWNEE TRIBE SOCIAL SERVICES

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Burial Assistance Program

Any Shawnee Tribal citizen is eligible to receive, on their behalf, financial assistance for the expenses incurred with their funeral and burial services. All program assistance will be awarded as annual funding allows. Citizen or applicant income, location, or dual citizenship status will not be used to determine program eligibility.

Funeral costs incurred from January 1, 2022 onward will be considered for assistance. Adoption and other singular traditional ceremonies from other tribes will not be recognized for payment. Applications will be processed as they are received. Incomplete applications are not guaranteed consideration.

The following Administrative Guidelines have been established by the Social Service Department of the Shawnee Tribe and will be followed in the conduct and operation of the Shawnee Tribe Burial Assistance Program.

1. The family member or representative applying to the Burial Assistance Program on the deceased's behalf must be the individual(s) officially responsible for coordinating the funerary services with the funeral home.
2. A completed program application and the required supporting documents must be received by the Social Services Department within one hundred and eighty (180) calendar days from the citizen's date of death.
3. The following required supporting documents must accompany the completed application form:
 - A certified copy of the Death Certificate. (Certified Death Certificates will be returned to the applicant once the application packet has been processed.)
 - A statement/invoice from the funeral home(s) which performed the funeral and/or burial services.
4. Citizens that have pre-paid funerals will not be eligible to receive any reimbursement on premiums already paid. However, any outstanding funeral balance may be eligible for assistance.
5. Within thirty (30) calendar days of receipt of a completed application packet, the Social Services Department will consider and approve or deny the application and mail the applicant a letter indicating the approval status.
6. Approved applications will be forwarded to the Shawnee Tribe Finance Department, which will issue payment directly to the funeral home. The applicant will receive a copy of the payment receipt.
7. The total amount of authorized assistance per application shall not exceed \$5,000, and the Social Services Department may authorize a lesser amount depending on the specific needs of the applying family and available program funding.
8. Tribal Citizens are only eligible to receive burial assistance once. (I.e., if the total cost of funeral/burial services exceeds the awarded amount, the applicant may not reapply for additional funds in the following fiscal year.)

Burial Assistance Program Application

Full Name of Deceased: _____
Last First M.I.

Last Known Address: _____
Address City ST ZIP

DOB: _____ DOD: _____ Shawnee Tribe Enrollment #: _____
(MM/DD/YYYY) MM/DD/YYYY

FUNERAL HOME INFORMATION

Funeral Home Name: _____

Address: _____
Address City ST ZIP

Point of Contact
(full name): _____

Point of Contact Info: _____
Phone Fax E-mail

APPLICANT / FAMILY REPRESENTATIVE INFORMATION

Applicant's Full Name: _____
Last First M.I.

Is the deceased a beneficiary of funeral/burial insurance? YES NO

If yes, please complete the following: _____
Name of Insurance Company Policy Number

Applicant Signature Date

TO BE COMPLETED BY THE SOCIAL SERVICES DEPARTMENT

Application Date Received: _____ Received by: _____

Invoice from Funeral Home Date Received: _____ Received by: _____

Certified Death Certificate Date Received: _____ Received by: _____

Approved
Denied Approved Amount: _____
Social Services Staff (signature) Date