



HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONSTITUENT & COMMUNITY AFFAIRS
OFFICE OF BURIAL CLAIMS
151 LAWRENCE STREET - 5TH FLOOR
BROOKLYN, NEW YORK 11201-5208

BURIAL POLICY

If a person, whether or not a public assistance recipient, dies leaving insufficient resources to pay burial expenses, and there are no relatives or friends liable or willing to pay such expenses, the Department will pay no more than \$800 towards a funeral which costs no more than \$1,400 excluding the cost of cremation or grave and grave opening. The cost of burying the cremains (ashes), subsequent to cremation, is not excludable. If the bill exceeds this amount, the Department will make no payment.

Any asset (whether or not previously assigned to the Human Resources Administration) available to the deceased, any amount which a legally responsible relative (spouse or parent of a minor child) is deemed able to pay, and any amount paid or to be paid by any other source, will be taken into account in computing the payment.

In order to process a claim, we require:

- 1) Application form (M-860w) completed, signed by the applicant, and notarized.
- 2) One original certified copy of the Certificate of Death.
- 3) A true copy of the Statement of Goods and Services Selected. The required sequential number must appear on the document.
- 4) A copy of the cemetery or crematory bill, itemizing all charges.
- 5) Two original itemized funeral bills signed by the Funeral Director and notarized.
- 6) The funeral bills must be stamped "Paid-in-Full" if the charges have been paid.
- 7) Two original completed Funeral Director's Affidavit forms (M-860n) signed by the Funeral Director and notarized if there is money still owed to the funeral establishment.
- 8) Information and documentation regarding the decedent's available assets, and those of the applicant, if he/she is a legally responsible relative, will be required in all cases.
- 9) The Agency reserves the right to request any other documentation, which may be necessary to make a determination of eligibility, based upon the particular facts and circumstances of the case.

*** The application for burial allowance must be submitted within 60 days of the date of death. The party who arranged the funeral, or a duly authorized representative, must file the application in person, at the address stated above. The applicant must present photo-identification, verifying his/her identity, at the time of application.**