
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

PDU DISPATCH

Effective Date: October 24, 2018

Policy No.: H-0123-D

Funeral Expenses

Purpose Revise current policy regarding the reimbursement of funeral expenses to incorporate recent statutory changes and new guidelines governing the reimbursement process.

Background Current policy allows for reimbursement of funeral expenses up to \$5,000 for children who have entered foster care. In 2017, Senate Bill (SB) 89 was passed which now requires the child to be receiving Aid to Families of Dependent Children-Foster Care (AFDC-FC) or Approved Relative Caregiver (ARC) payments before funeral expenses are eligible for reimbursement.

Staff recently requested additional guidance regarding the reimbursement process to avoid in delays in reimbursing the caregiver. Revised guidelines have been developed, based on input from the parties involved in the reimbursement process, to improve efficiency and timeliness of payment.

The updated guidance is this PDU Dispatch will be incorporated into subsequent revisions of CFS P&Ps [Foster Care Rates \(H-0112\)](#) and [County Funds Requests \(H-0119\)](#).

POLICY

Funeral Expenses Pursuant to Welfare and Institutions Code (WIC) Section (§) 11212, a foster parent may request reimbursement of funeral expenses up to \$5,000 for a dependent child who was receiving Aid to Families with Dependent Children-Foster Care (AFDC-FC) or Approved Relative Caregiver (ARC) payments at the time of death. This expenditure is considered a **placement need**. Direct payment can

also be made to the funeral home for the funeral and burial plot, at the foster parent's request or when death is due to allegations of criminal negligence or other action.

Subject to approval by the Children and Family Services (CFS) Director, reimbursement of funeral expenses may also be available if any of the following apply:

- Child was not yet eligible for AFDC-FC or ARC payments
- Death occurred prior to detention/removal of the child
- Child was in a placement subject to a voluntary placement agreement
- Child resided with parent under a Family Maintenance Plan
- Party requesting reimbursement is not the foster parent (e.g., relative or friend of the family incurred expense)

Funeral expenses of this type are considered a **special placement need** requiring the use of county funds in accordance with AIT #78 "Foster Care Special Needs/Placement Expenditures.

Reimbursement of funeral expenses, whether a **placement need** or a **special placement need**, may only be for expenses not otherwise reimbursed from other sources (e.g., insurance, private donations). Reimbursement requires actual receipts or invoices of sufficient detail that it is identifiable as a funeral expense.

Procedural Guidelines

To request reimbursement of funeral expenses upon the death of a child, social work staff will notify Foster Care Eligibility (FCE) by using CFS form *Funeral Expense Determination (F063-25-832)*. The form will be emailed to FCE with the necessary information for FCE to determine if the funeral expense qualifies as a **placement need** or a **special placement need**.

FCE will notify social work staff of their determination by returning the completed *Funeral Expense Determination (F063-25-832)*.

Using the determination provided by FCE:

- For funeral expenses determined to be a **placement need**, the assigned social worker (or designee) will submit the receipts/invoices along with payee information to FCE for reimbursement
- Funeral expenses determined to be a **special placement need** require the assigned social worker (or designee) to complete a *County Funds Request (F063-25-415)*. The request, with attached receipts/invoices, will be submitted for

necessary approvals, as detailed in CFS P&P [County Funds Requests \(H-0119\)](#). The approved county funds request will then be forwarded to FCE

Best Practice: When appropriate, advise the individual assuming responsibility for the funeral to have the mortuary make all funeral arrangements. The mortuary can coordinate all aspects of the funeral to ensure appropriate and timely burial services. A single invoice from the mortuary detailing all expenses will facilitate reimbursement.

[Attachment 1—Funeral Related Expense](#) provides a flowchart of the funeral expense reimbursement process.

Note: If the child’s death is the result of a crime, reimbursement up to \$7,500 is available from the California Victim Compensation Board. The following link, [CalVCB](#), provides detailed information on how to apply for reimbursement.

REFERENCES

Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

[Attachment 1—Funeral Related Expense](#)

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on the link provided.

[Victims Compensation Board-CalVCB](#)
CFS P&P [County Funds Request \(H-0119\)](#)

FORMS

Online Forms

Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
County Funds Request	F063-25-415
Funeral Expense Determination	F063-25-832

LEGAL MANDATES

[Senate Bill \(SB\) 89 \(2017\)](#), Chapter 24, Section 17 changed the requirement for receiving reimbursement for funeral expenses.

[Welfare and Institution Code \(WIC\) Section 11212](#) details the criteria that must be met to receive reimbursement of funeral expenses.

Board of Supervisors Agenda Item Transmittal (AIT), “Foster Care Special Needs/Placement Expenditures”, July 20, 1999 allows CFS to utilize county funds for special needs and placement costs not covered by state or federal programs.