

**Port Gamble S’Klallam Tribe
Community Funeral Arrangement Assistance -- General Welfare Program**

This policy applies whenever enrolled Port Gamble S’Klallam Tribal Members prepare to hold a funeral, memorial, or celebration of life service in response to the loss of an immediate family member (spouse, children (including step and foster children), parents, siblings, grandparents, and grandchildren) who are not enrolled in another Tribe or receive funeral assistance elsewhere.

- 1. Special Projects Director and/or Administrative Director approves and sends payments directly to vendors.**
 - a. All payments for services must be authorized and approved by either the Special Projects Director or an Administrative Director prior to the time of service.
 - b. Payments must be sent directly to vendors.
 - c. Reimbursements cannot be paid directly to individuals unless pre-approved by either the Special Projects Director or an Administrative Director.
- 2. PGST provides assistance up to the approved annual amount per Funeral, Memorial or Celebration of Life Service held for deceased non-tribal or community members**
 - a. The Applicant may receive this category of financial assistance whenever a PGST family loses an immediate family member who is:
 - i. Not an enrolled PGST member, or;
 - ii. An enrolled member of another Tribe
 - b. If approved, only funeral home service expenses are eligible, including funerals, memorials, and celebrations of life.
- 3. Special Projects Designated Staff help Applicants coordinate services with their designated funeral home**
 - a. Whenever Applicants reside in Kitsap County, Applicants are encouraged to arrange services with Cook Family Funeral Home, located on Bainbridge Island, due to the Tribe’s contract with them.
 - b. If Applicants do not use Cook Family Funeral Home, or if they reside outside Kitsap County, they must provide the name and contact information of a designated funeral home to the Special Projects designated staff.
- 4. PGST Staff provides In-Kind Services at no cost when services are held on the PGST Reservation**
 - a. Applicant must request in-kind services in advance of services being held on the PGST reservation.
 - b. In-kind services include
 - i. Use of Tribal Gym/Kitchen at no fee
 - ii. Memorial cards
 - iii. Paper plates, cups, napkins, plastic utensils and plastic tablecloths
 - iv. Bottled water
 - v. Flowers for dining tables
 - vi. Set-up/clean-up

- vii. Slide show with up to 150 pictures, and up to 5 songs
- viii. 100 buttons and 100 magnets for giveaways (to be made by family)

5. Misuse or abuse of funds provided under the conditions of this policy will require Applicant repayment.

- a.** Recipients of assistance who purchase prohibited products or otherwise use assistance funds outside the scope of this policy must repay that amount to the Tribe and may lose future program eligibility.
 - b.** Prohibited products include:
 - i. Drugs or Alcohol
 - ii. Tobacco or tobacco products
 - iii. Personal clothing items for family members (such as funeral attire)
- 6. Record of Assistance given will be tracked and may be subject to audit.**
- 7. This program is discretionary and subject to Tribal Council approval of the Annual Budget.**
- 8. This program shall be administered in compliance with Title 31 of the Tribe's Law and Order Code and §139E of the Internal Revenue Code of 1986, as amended, and therefore shall be excluded from the Participant's gross income for Federal Income Tax purposes and State Benefit calculation.**