

Port Gamble S’Klallam Tribe Funeral Arrangement Assistance General Welfare Policy

This policy applies whenever a family member prepares to hold a funeral, memorial, or celebration of life service in response to the loss of an enrolled or eligible descendant of a Port Gamble S’Klallam Tribal member.

- 1. Special Projects Director and/or Administrative Director will approve and send 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. Only one adult (18 years old or older) per family may apply for Assistance provided under this policy.**
 - a. The family must designate one family member as the Applicant to complete all required application forms to receive assistance.
 - b. Assistance outlined by this policy will be provided one time per eligible deceased member to the approved Applicant and will remain available until 30 calendar days from the date which the funeral, memorial, or celebration of life is held.
- 3. PGST provides assistance up to the approved annual amount per funeral, memorial, or cremation arrangements made for any of the following:**
 - a. Deceased PGST Tribal Members
 - b. Minor descendants (17 years or younger) of an enrolled PGST Member
 - c. Any descendants eligible for enrollment and not enrolled in another tribe.
- 4. If approved, the following funeral or cremation expenses are eligible for payment using Assistance funds provided under this policy:**
 - i. Funeral home service costs including casket or cremation urn (1)
 - ii. Food purchase or cooking contract
 - iii. Cultural items including Pendleton blankets, service officiator, seafood harvester/cook and funeral giveaways
 - iv. Floral arrangements or live plants
 - v. Obituaries
 1. May be paid after the date of services if within the 30-day period following assistance, as detailed above
 - vi. Items approved only after all other expenses covered
 1. Travel expenses limited to immediate family of the deceased only; air, bus, or train fare, and/or hotel accommodation.
 2. Purchase of up to four (4) personal cremation memorial keepsakes

- 5. Designated Special Projects Staff will 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.
- 6. PGST Staff will provide 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 and Flowers for dining tables
 - iii. Paper plates, cups, napkins, plastic utensils, disposable metal bins and plastic tablecloths
 - iv. Bottled water
 - v. Set-up/Clean-up
 - vi. Slide show with up to 150 pictures, and up to 5 songs
 - vii. 100 buttons and 100 magnets for giveaways (to be made by family)
- 7. Misuse or abuse of funds provided under 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)
- 8. Record of Assistance given will be tracked and may be subject to audit.**
- 9. This program is discretionary and subject to Tribal Council approval of the Annual Budget.**
- 10. 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.**
- 11. Assistance will not diminish a Participant's TANF/SFA, RCA, PWA, ABD Cash, and Food Assistance Benefits, as pursuant to Washington Administrative Code 388-450-0040.**