

	Funeral Payments	
	Policy Number	WMPC FOM 903-10
	Effective Date	09/01/2019
	Revision Dates	12/21/2022, 09/14/2023
	Attachment	

OVERVIEW

Instructions for reporting the death of a child/ward are in [SRM 172, Child/Ward Death Alert Procedures and Timeframes](#).

Title IV-E funds can be used for funeral expenses if the child was title IV-E eligible prior to their death. If the child(ren) was/were not title IV-E eligible prior the child(ren)'s death, limited-term funds can be used for funeral expenses.

Payments for funeral expenses for wards whose parental rights have not been terminated are the responsibility of the child's family. Families in financial need should be informed of the possibility of the local office resources available to assist with the burial cost of an indigent ward; see [ERM 306, Burials](#).

PLANNING RESPONSIBILITES AND FAMILY INVOLVEMENT

A Michigan Children's Institute (MCI) ward is a permanent ward of West Michigan Partnership for Children (WMPC) and WMPC has the legal responsibility to handle all arrangements relating to the child's burial. Minor children of an MCI ward or former MCI ward with an active foster care case are also eligible for funeral payments.

If an MCI ward's family is known, the family is to be advised of the child's death. The family should be offered the opportunity to participate in the funeral arrangements. The Private Agency Foster Care (PAFC) in collaboration with WMPC's Director of Care Coordination has the authority to handle these arrangements. For temporary court ward (TCW) children it is the family who have the authority to make the funeral decisions.

Burial Allowance

Burial expenses up to a limit of \$6,000 may be submitted as a taxable exceptional payment request emailed to the WMPC Accounting Department at accounting@wmpc.care. An invoice must be attached to the request. Prior approval is not required for funeral costs up to \$6,000.

An exception payment request must be submitted to WMPC for prior approval of all burial expenses between \$6,000 and \$8,000. The request must include justification for the exception and the reasonable alternatives that were explored. Exceptions will not be granted for costs over \$8,000.

The provider must be enrolled in Bridges by submitting the DHS-2351-X, Provider Enrollment/Change Request, to the Federal Compliance Division (FCD) at mdhhs-federalcompliance@mdhhs.gov prior to payment authorization.

Flowers or Other Associated Funeral Expenses

The placement or PAFC provider can be reimbursed for up to \$100 for the cost of flowers or associated funeral expenses. Paid service authorizations for flowers or other associated funeral payments are submitted as a taxable exceptional request in the electronic case management system. A paid receipt must be attached to the request. Prior approval is not required.

Gravestone and Installation

The cost for both the gravestone and installation cannot exceed \$600. Service authorizations for gravestone markers must be submitted as a taxable exceptional request in the electronic case management system and accompanied by an estimate for the gravestone and installation. The provider must be enrolled in Bridges by submitting the DHS-2351-X, Provider Enrollment/Change Request, to FCD at mdhhs-federalcompliance@mdhhs.gov prior to payment(s) being authorized.