



## FUNERAL APPLICATION FORM

**NOTE TO CITIZENS: Missing information will result in a delay of processing your request.**

Date:	
Full legal name of deceased*:	
Date of Birth:	
Date of death:	
Name of representative:	
Phone number:	
E-mail address:	

**\*The deceased must be a registered Toquaht citizen.**

## FUNERAL ASSISTANCE DETAILS

**Please note: receipt of application does not indicate approval for funding. Funding is subject to available budget and meeting policy criteria.**

The Toquaht Community Services staff are available to help you prepare your application. It is advisable to talk with them prior to submitting an application.

Eligible costs include:

- Funeral Services
- Transportation of deceased
- Travel costs for immediate family members
- Caskets and urns
- Cremation
- Cemetery plot
- Traditional practices
- Catering, flowers, and officiators
- Hall rental



How much funding are you applying for under Funeral Assistance?

(maximum \$2,000):

Have you attached quotes from suppliers (*where applicable*, i.e., funeral home quote, flower quote, hall rental contract)?

Yes  
 No     Not applicable

Have you exhausted all other financial avenues and if yes, from where? It is strongly advised that you explore all avenues of funding support because funerals can be costly. You may be eligible to receive CPP Death Benefit, Social Assistance (you do not need to be on social assistance), or life insurance (potentially through an employment benefit plan).

Yes → Describe   
 No → Why not?

Wherever possible Toquaht will pay suppliers directly for goods and services. We will need to know the name, phone number, and address of the supplier you are working with.

When is the best time to contact you:  Morning     Afternoon     Evening

Declaration:

I declare that the information given on this form is correct and complete to the best of my knowledge.

I understand that if I knowingly give information that is false I may be liable to prosecution and will be required to repay any assistance received. Also, if I knowingly give information that is false, it may result in disqualification for any future requests for financial assistance from the Toquaht Nation.

Name:

Signature:

Date Submitted:

This is a fillable pdf form. You may require a pdf reader to complete the form.

<https://www.foxitsoftware.com/downloads/>



Please save the completed form on your device.

Attach your completed document with supporting documents and send via email:

[noreenf@toquaht.ca](mailto:noreenf@toquaht.ca)

### TOQUAHT NATION OFFICE USE ONLY

Reviewed by:

#### Citizen Support Policy Checklist:

The Community Health Representative receives all requests, although the point of contact may complete an application with the citizen or representative.

- Requests should be date stamped when they are received.
- The CHR will review the application and identify if the application is complete or incomplete and requires more information.
- Is the person who passed a registered Toquaht citizen or an eligible unregistered child under one year old of a Toquaht citizen?
- The CHR will contact the citizen or representative and advise them:
  - The application has been received.
  - Whether or not the application is complete.
  - What is required to complete the application if it is not complete.
  - The CHR should ask the following questions.
    - Does the application include all information required to process payments? Names of suppliers?
    - Is the applicant eligible to receive funds? Are they a registered citizen?
    - Have the family contacted a funeral home? Obtain the name of the home.
    - Questions to ask: Have they identified other sources of funding? Citizens can apply to BC Social Development and Poverty Reduction, the deceased's estate, and Canada Pension Plan if the deceased has worked in their life and contributed to CPP. They may need support to access these other funding areas. MSDSI:  
<https://www2.gov.bc.ca/gov/content/governments/policies-for-government/bcea-policy-and-procedure-manual/general-supplements-and-programs/funeral-costs>



- How much funding is required/requested?

Advise citizen that eligible costs include:

- Funeral Services
- Transportation of deceased
- Travel costs for immediate family members
- Caskets and urns
- Cremation
- Cemetery plot
- Traditional practices
- Catering, flowers, and officiators
- Hall rental

The CHR will offer to have a phone interview with the citizen or representative if the application is **incomplete** to gather the information required.

The CHR will advise the citizen or representative that until the application is complete it will not be processed.

The CHR will send the application to the Director of Community Services for approval – if the DoCS is unavailable the Director of Operations can approve.

- Ensure correct coding
- Ensure funds are available to be allocated (check budget)
- Ensure application is complete – if incomplete send back to CHR

Once the application is approved, the CHR will place it on the shared drive with the supporting documentation. All documents will be combined into one single document wherever possible.

Remember to advise the citizen or representative that the application has been approved or denied.

The naming convention for Citizen Support Funeral Assistance Policy applications is: Funeral\_Citizen\_date\_citizenname – e.g. Funeral\_2021-01-25\_SmithS

Advise finance via email of the completed application, its location and who the payment will be made out to by Wednesday at 10am. Funeral requests may require processing outside of regular accounts payable scheduling.



Interview notes:


Approved or declined:

Amount approved and coding:

Approved by:

Date:

Electronic File name: