

|  |                |  |                                       |
|--|----------------|--|---------------------------------------|
| <i>Act/Regulations</i><br><i>Social Assistance Act Reg. 19(19) - (21)</i><br><i>Supports for Persons with Disabilities Act Gen. Reg. 52(1) - 52(4)</i> | <b>Program</b> | <b>Social Assistance, AccessAbility Supports</b>               |                                       |
|  | <b>Subject</b> | <b>Funeral Expenses</b>  | <i>Policy</i><br>SA 6.14<br>AAS 3.7.2 |
| <b>Effective Date:</b> SA August 24, 1995<br>AAS March 26, 2019<br><b>Revised Date:</b> October 1, 2021  |                | <b>Authorized by:</b><br><b>Deputy Minister David Keedwell</b> |                                       |

## 1.0 PURPOSE

1.1 To state the conditions under which the Department may provide assistance with the cost of basic funeral and burial expenses to applicants of Social Assistance (SA) or Assured Income (AI).

## 2.0 DEFINITIONS

- 2.1 **Applicant:** a person who applies for or on whose behalf an application is made for SA or AI.
- 2.2 **Assured Income (AI):** a component of AccessAbility Supports (AAS) that provides monthly financial benefits to eligible applicants with disabilities to use towards securing basic needs.
- 2.3 **Canada Pension Plan (CPP) Death Benefit:** a one-time, lump-sum payment to the estate on behalf of a deceased CPP contributor.
- 2.4 **Recipient:** a person who is provided SA or AI and includes a person whose SA or AI has been suspended but not cancelled.
- 2.5 **Supports Coordinator:** a staff member that provides direction and case management support in delivering a range of social benefits and services to applicants eligible for Social Programs.
- 2.6 **Support Needs Assessment (SNA):** a systematic process for determining an applicant's eligibility and identifying potential support needs of applicants of Social Programs.

## 3.0 POLICY STATEMENTS

- 3.1 For the purposes of this policy use of the word applicant is inclusive of recipient.
- 3.2 Assistance may be granted to meet the cost of basic funeral and burial expenses:
- Where there are no other means of meeting such costs; or
  - Where the estate of the deceased is insufficient to cover the cost of burial or cremation.

- 3.3 Funeral expenses shall be paid in accordance with the established rates defined in the Funeral Rate Schedule (attached) up to a maximum of \$5,000 for professional services provided by the funeral director and embalmer and may include:
- Burial or cremation;
  - Facilities for visitation for one afternoon and one evening;
  - Chapel facilities or a church for a service;
  - Guest book for visitation;
  - Two Funeral Director's Statements of Death;
  - Cemetery equipment;
  - Clergy or lead car to the cemetery;
  - Hearse to the local cemetery;
  - Basic grey cloth-covered casket or a replacement that is suitable to the family; or
  - Motor equipment; including a service vehicle to deliver and remove equipment from the cemetery.

- 3.4 The Department may assist with additional funeral expenses up to a maximum of \$1,000 that may include:

- Oversized casket (with prior approval);
- Purchase of a burial shroud or clothing (with prior approval)
- Transportation of the body from place of death when distance exceeds 25km;
- Purchase of a gravesite;
- Opening and closing of the grave;
- Media notices; or
- Honorariums.

Where the death occurs outside of Prince Edward Island, the Department may assist with:

- Funeral home expenses at the place of death;
- Transportation of the body to a funeral home on PEI; or
- Body liner or hermetically sealed pouch.

- 3.5 Funeral arrangements and payment are the responsibility of the family or individual representing the deceased and the funeral home.

- 3.6 A third party, such as a family member, may contribute toward the cost of funeral expenses where funeral costs are greater than the established rates.

## **PROCEDURE STATEMENTS**

- 4.0 A family member or a representative of the deceased may make an application and must demonstrate the applicant's financial eligibility for allowable funeral costs. A Supports Coordinator or a Social Programs staff member will complete a SNA to verify the applicant's eligibility for SA or AI.

- 4.1 In determining the value of the estate of a deceased person, the Supports Coordinator or a Social Programs staff member shall include the following in the calculation:

- Where the deceased person did not have a spouse, the value of the entire estate;

- Where the deceased person had a spouse, one-half of the value of the entire estate; including assets that would otherwise be exempt under SA or AI policies.
- 4.2 The Supports Coordinator or the Social Programs staff member will verify the applicant's eligibility for the Canada Pension Plan (CPP) Death Benefit and, if the deceased was a veteran, the eligibility for the Department of Veteran's Affairs Canada (VAC) Death Benefits. Where the Department provides assistance for funeral expenses, the staff member will make an application for the Canada Pension Plan (CPP) Death Benefit as the organization responsible for funeral expenses. Death benefits will be applied against the funeral costs to reduce the costs to the Department. Documentation required to support a Canada Pension Plan (CPP) Death Benefit application includes:
- the death certificate;
  - the SIN of the deceased indicated on all documentation.
- 4.3 Where there is an expectation of the funeral expenses to be paid, in full or in part, through Social Programs, the funeral director shall be informed before arrangements are concluded.
- 4.4 A copy of the invoice with complete funeral expenses, signed by a family member or an individual arranging the funeral, shall be forwarded to Social Programs in the appropriate office.

## **5.0 ATTACHMENTS**

### **5.1 Funeral Rate Schedule**

---

#### **HISTORY:**

**October 1, 2021:** Editorial, content, and format changes. Replaces Social Assistance policy 6.14 - Burial Expenses and AccessAbility Supports policy 3.7 - Special Needs, section 4.12.

**FUNERAL RATE SCHEDULE**

| <b>PROFESSIONAL SERVICES</b>                  | <b>MAXIMUM COSTS</b> |
|---|----------------------|
| <b>Funeral Services (Burial or Cremation)</b> | <b>\$5,000</b>       |

| <b>ADDITIONAL EXPENSES</b>                          | <b>MAXIMUM COSTS</b> |                |
|---|----------------------|----------------|
| <b>Opening &amp; Closing the grave</b>              | <b>Local rates</b>   | <b>\$1,000</b> |
| <b>Purchase of a Gravesite</b>                      | <b>Local rates</b>   |                |
| <b>Media Notices</b>                                | <b>Local rates</b>   |                |
| <b>Honorariums</b>                                  | <b>Local rates</b>   |                |
| <b>Transportation Out of province (air or land)</b> | <b>Local rates</b>   |                |
| <b>Transportation Mileage over 25 kilometers</b>    | <b>\$1.00/km</b>     |                |
| <b>Oversized Casket (with prior approval)</b>       | <b>At cost</b>       |                |
| <b>Purchase of Clothing (with prior approval)</b>   | <b>At cost</b>       |                |
| <b>MAXIMUM TOTAL COST</b>                           | <b>\$6,000</b>       |                |
| <b>+ applicable taxes</b>                           |                      |                |