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**Waganakising Odawak**
Little Traverse Bay Bands of Odawa Indians
**Office of Tribal Chairman**
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# BURIAL REQUEST PROGRAM REGULATIONS

**A. The Human Services department shall receive and process requests for burial funds assistance.**

**B. The deceased person's citizenship status, or eligibility for citizenship if child is less than one (1) year of age, shall be verified through the Enrollment Office before processing burial funds request**

**C. Original death certificates shall be sent to the Enrollment Office. Any original death certificates received at Human Services shall be hand delivered to the Enrollment Office. Only a copy shall be kept in the individual burial funds request file.**

**D. If a request is denied, Human Services shall notify the requestor within three (3) business days or sooner of the reason(s) for denial.**

**E. Burial assistance funds are limited to $8,000 per deceased Citizen.**

**F. Human Services staff shall notify requestor, and funeral director if appropriate, of (6) month statutory time limit for submission of invoices and/or receipts.**

**G. Human Services staff shall verify that any items submitted are allowable expenses under the Burial Program Statute WOS 2006-017 before processing burial funds request.**

**H. Allowable expenses include:**

a. Funeral Services/Funeral Director Fees
b. Casket or other container
c. Cremation or embalming expense
d. Cemetery and/or ground opening expense
e. Floral arrangements
f. Cosmetics for burial expense
g. Clergy or officiate
h. Drum/Pipe Carrier/Music/Spirit Medicines
i. Transportation to/from funeral home/cemetery
j. Catering of food
k. Grave markers
l. Guest books

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m. Photos/ Photo albums
n. Printing
o. Food or supplies for feasts or ceremonies
p. Or other similar expenses
q. Taxes on any of the above expenses

**I. Burial assistance office procedures shall be adopted by the Human Services department including any form(s) or applications.**

**J. A brief explanation of the burial funds assistance program shall be published in the Odawa Trails at least once a year and on the LTBB website.**

**K. Electronic and paper versions of the full burial assistance program regulations and procedures shall be made available to any Tribal Citizen requesting burial assistance.**

**CERTIFICATION**

As Chairperson, I certify that I approve of these Burial Program Regulations.

Date: 3-22-2007

Frank Ettawageshik, Tribal Chairperson

Received by the Tribal Council Office on: 3/23/07 by: Michele LACount

As the Legislative Leader and Tribal Council Secretary, we certify that these Burial Program Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on, at which a quorum was present, by a vote of 9 in favor, 0 opposed, 0 abstentions, and 0 absent.

Date: 3/25/07

Beatrice Law, Legislative Leader

Date: 3/25/07

Melvin L. Kiogima, Secretary

Burial Program Regulations REG-WOS 2006-017 022307-002