

**BELTRAMI COUNTY HEALTH & HUMAN SERVICES**  
**County Burial Assistance Policy & Application**  
**January 1, 2025**

- **Please read entire policy and application thoroughly to understand the process.**
- **Application for a County Burial must be received at the County within 7 days of a Beltrami County residents' death (excluding Holidays) or application will be denied.**
- **A decedent being a recipient of a public assistant program (FS, MA, MFIP, etc..) does not automatically make them eligible or qualify for a county burial.**
- **Assets and income will need to be verified and submitted and reviewed before an approval or denial of a county burial.**
- **Application must be made prior to any funeral arrangement being completed for a county burial. Beltrami County does not reimburse for funeral costs after the fact.**

**PURPOSE/AUTHORITY**

In accordance with MN Statue 261.035, Beltrami County will provide for the immediate burial or direct cremation for residents of the county who have no apparent means to provide for the decedent's funeral or final disposition. If neither the wishes of the decedent or the practices of the decedent's faith tradition are known, nor the county has information about the existence or location of any next of kin, the county may authorize and provide for cremation of the person's remains and interment. As allowed by law, the County will attempt to recover its costs from the estate of the deceased.

Beltrami County will consider application for county burial for a baby that has deceased after a live birth as defined in 4600.0100, Sub Part 4, MN Health Department Rule or when a child is stillborn past gestational age of 20 weeks as defined in 4600.100, Sub Part 3, MN Health Department Rule and in accordance with fetal death reporting guidelines as defined in 4600.1800, MN Health Department Rule.

## **APPLICATION PROCESS**

Application for a county burial can be made by a relative, friend of the deceased, or a funeral home director. Applications must be made prior to any funeral arrangement, application must be completed and within 7 days (excluding holidays) of the person's passing. Verification of the balance in any accounts held by the decedent, at time of death and 60 days prior to death, is required before the application can be reviewed for approval. It is understood that if any Go Fund Me or other such accounts have or will be set up to pay for funeral or memorial expenses, county burial approval will be denied.

***County payment must be accepted as payment in full for items included in the county burial policy.*** The county funded disposition is not intended to supplement other monies available for such services. No substitutions will be allowed and if insisted upon, the family and/or friends will be obligated to pay for the entire cost of the funeral. Items of a special nature (i.e. oversized casket or outside receptacle) will be individually considered and need to be prior authorized.

If a request is approved, it is understood that all resources (including but not limited to assets, balances of certificates of deposit/checking/savings accounts, life insurance, etc.) of the decedent shall be obtained by Beltrami County to offset the expense of the county burial. After approximately thirty (30) days, the county will close out any accounts held by the decedent. In addition, where applicable, any death benefit available must be applied for and shall be turned over to the county. If other resources or assets become available to the deceased estate, it is understood that the county will be notified immediately.

Beltrami County will not pay for any extra fees associated with the disposition of the remains. Only the actual price of the lot and actual grave digging expense will be paid. Receipts for these services must accompany the voucher submitted by the funeral home. The only allowable expenses for a county burial are outlined in the Disposition Allowance Expense sheet below. No exceptions.

If burial assistance is requested for decedents for whom Beltrami County is financially responsible, but all the burial services are being provided in another county, the out of county funeral homes must agree to the terms of Beltrami County's Burial Policy or an agreement reached between the funeral home and Beltrami County prior to any funeral arrangements being made.

All applications and reimbursement for Beltrami County burials will be determined on a case-by-case basis.

## **ELIGIBILITY DETERMINATION**

Must be a resident of Beltrami County or as determined by Policy for County of Financial Responsibility. Resources owned by the deceased at the time of death, and within 60 days prior to death, are considered available to help defray the burial costs. Verifications are required.

If available assets and income exceed \$4,000.00 or more burial assistance will be denied.

Eligibility for burial assistance can only be determined after a completed application is submitted to Beltrami County. Determination of eligibility for county burial assistance will be made after the receipt of all required information. Required information includes:

- A completed and signed application form within 7 days from date of death (excluding holidays).
- Verifications of all the decedent assets and income at time of death and 60 days prior to death.
- Any other requested verifications needed to determine eligibility.

If an application is incomplete or received without required verifications, the application may be denied unless arrangements are made with Beltrami County for an extension in receiving such verifications. Non-cooperation by applicant will result in a denial of application for county burial.

### **ASSETS/INCOME**

Real estate property owned whether homestead or not are grounds for immediate denial of county burial. Available assets and income include, but are not limited to, all vehicles and recreational vehicles, boats, trailers, RV's, etc. will need to be determined or verified for current value. All financial institution accounts, nursing home accounts, capital credit ownership, retirement accounts, pensions, life insurance policies, social security, veteran's benefits, or burial trusts will all be considered whether jointly held or not.

YOU MAY RETURN YOUR COMPLETED, SIGNED APPLICATION TO:

1. ONLINE: <https://www.co.beltrami.mn.us>
2. DROP OFF: Beltrami County Health & Human Services – second floor reception area.  
616 America Ave. NW  
Bemidji, MN 56601
3. FAXING: 218-333-4131
4. CONTACT: Hannah 218-333-8319  
Shelly 218-333-4145

## DISPOSITION ALLOWANCE EXPENSES

<b>*Immediate Earth Burial</b>		<b>**Immediate Cremation</b>	
Professional Services	Included	Professional Services	Included
Embalming	N/A	Embalming	N/A
Local transportation for initial removal of the body to funeral home and cemetery.	Included	Local transportation for initial removal of the body.	Included
Consultation with the family or responsible party; staff and facilities to respond to initial requests for service; coordinating service plans with cemetery, crematory and/or other parties involved in the final disposition of the deceased; securing official documents including notify Social Security Administration and filing Death Certificate with the state along with other necessary registrations and sheltering of the deceased.	Included	Consultation with the family or responsible party; staff and facilities to respond to initial requests for service; coordinating service plans with cemetery, crematory and/or other parties involved in the final disposition of the deceased; securing official documents including notify Social Security Administration and filing Death Certificate with the state along with other necessary registrations and sheltering of the deceased.	Included
Basic Casket	Included	Alternative container for immediate cremation	Included
Oversized casket, when necessary Upon prior approval	Included if needed	Urn	Included
Outside receptacle (grave box) when required by cemetery	Included	Cremation Fee (maximum)	Included
Visitation	None	Visitation	None
Graveside Service	None	Graveside Service	None
Non-local transportation (if required) outside of Beltrami County	Per loaded mile	Non-local transportation (if required) outside of Beltrami County	Per loaded mile
Outside of State Transportation or Burial	None	Outside of State Transportation or Burial	None
Single Grave Space	Actual cost	Single Grave Space	Actual cost
Opening/Closing	Actual cost	Opening/Closing	Actual cost

- **Any out of state transportation or burial sites costs will be the responsibility of who ever is making those arrangements and not the responsibility of Beltrami County.**
- **Beltrami County does NOT reimburse for the cost of burials/cremations. If payments or arrangements to the funeral home, cemetery or cremation services are made prior to the application for burial assistance OR approval of a pending application, the application for services will be denied.**

**BELTRAMI COUNTY BURIAL ASSISTANCE APPLICATION**

County Burials must always be preauthorized. If you have not already done so, please inform the Funeral Homes that you are applying for county assistance, as they must adhere to the Burial Allowance Policy approved by the Beltrami County Board of Commissioners.

**Deceased Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Tribal Member:**  Yes  No **Reservation Affiliation:** \_\_\_\_\_

**Last Residence:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Date of Death:** \_\_\_\_\_

**City & State of Death:** \_\_\_\_\_

**Surviving Spouse/Parent:** \_\_\_\_\_

**Name of Funeral Home:** \_\_\_\_\_

**Funeral Home Contact and Phone:** \_\_\_\_\_

To the best of your knowledge, please list all known assets of the deceased.

Account Type	Yes	No	Location	Last Known Balance or Value
Nursing Home Acct.				
Checking/Money Market				
Savings Acct.				
Retirement / Pension Acct.				
Cert. of Deposit				
Life Insurance / Annuities				
Vehicles/Boats/RV's/ Recreational Vehicles				
Burial Trust				
SS/VA Benefit				
Real estate (house, land)				
Go Fund Me/Misc				

**RIGHTS AND RESPONSIBILITIES**

Please read the following statements. If you do not understand a statement, please ask that it be explained to you. Sign below to indicate that you have read and understood the statements.

- I will provide proof of all income and assets listed above to determine County Burial Assistance eligibility. I understand that eligibility cannot be determined until all assets and income are verified. Verification must be received within 7 days of the date of application (excluding holidays) or within approved extension time. Verifications must be verified 60 days prior to death and as of the date of death.
- I allow Beltrami County to exchange information with the funeral director to determine eligibility for County Burial Assistance for the decedent listed on this application. I also allow Beltrami County to obtain information about the income and assets of the deceased from any resources available to Beltrami County.
- I declare, under any applicable penalties of criminal liability provided in the laws of the State of Minnesota that all statements contained in this application, to the best of my knowledge and belief, are true, correct, and complete.
- I agree to notify Beltrami County if any resources not listed in this application are located after I have completed this form. I understand that all resources of the deceased must first be used to defray any burial expenses authorized or paid for by Beltrami County.
- I understand that if I knowingly provide false information on this application, I may be subject to prosecution for fraud and legal action may be initiated to recover any burial expenses paid by Beltrami County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Information about person completing application: (please print)**

Name: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_