Purpose for Change: To update Emergency Assistance income guidelines and clarify Burial Policy. Indigent Burial policy was rearranged to flow with the application process and be easier to understand. Clarified DCA eligibility after a sanction period.

Chapter 1
1.5.18.A: Clarified DCA eligibility after a sanction period.

Chapter 4
Appendix A: Emergency Assistance income limits were increased.

Chapter 18
18.19.3.1: Clarified that vehicle repair limits are per work-eligible individual.

Chapter 19
19.3.1.J: Clarified that applications received outside of the SCA season are denied.

Chapter 20
20.3.2.B: Clarified that the income counting would be for the deceased unless the applicant is a responsible relative and income used is 30 days prior to date of death.
20.3.3: Was changed from Direct Burial Rate to Application Process.

20.3.3.A: General Instructions was added here.

20.3.3.B: Applicant was added here.

20.3.3.C: Responsible Relative was added here. Removed working to verify assets for responsible relative and added worker must verify income.

20.3.3.D: Application Submittal Deadline was added here.

20.3.3.E: Decision on Application was added here. Clarified that a copy of the denial letter must be sent to the funeral home and one placed in the deceased's file.

20.3.4: Was changed from Development of Resources to Forms

20.3.4.A: Was changed to DFA-BU-1, Application for Burial Benefits. An explanation was added to what the forms is and where to locate it.

20.3.4.B: Was changed to DFA-BU-2, Affidavit of Responsible Relative. An explanation was added to what the form is and where to locate it.

20.3.4.C: Was Changed to Completion of Form DFA-BU-1, Application for Burial Benefits. Clarified that the funeral home does not have to complete a DFA-BU-2. Defined heir. Added Section G instructions.

20.3.4.D: Liability of Responsible Relative was added here. Clarified that the income of the deceased does not count along with the responsible relative's income.

20.3.4.E: Completion of Form DFA-BU-2, Affidavit of Responsible Relative was added here. Clarified that the funeral home does not have to complete the DFA-BU-2.

20.3.4.E.1: Responsibilities of the Funeral Home Director was added here.

20.3.4.E.2: Responsibilities of the Worker was added here.

20.3.4.E.3: Responsibilities of the Financial Clerk was added here. Added that the financial clerk needs to print their name beside their signature.

20.3.5: Was changed from Application Process to Development of Resources.

20.3.5.A: Was changed to Types of Resources.

20.3.5.B: Was changed to Treatment of Resources.

20.3.5.B.1: Resources Obtained for Burials was added here.

20.3.5.B.2: Resources due to the DHHR was added here.
20.3.6: Was changed from Burial Payment Process to Maximum Allowable Payment. The wording was bolded concerning the income of the deceased’s would not count if the applicant is a responsible relative. The wording was bolded concerning once the application is denied due to over income of the responsible relative then someone else cannot apply in place of the responsible relative. Clarified that the maximum burial rate is $1000.

20.3.6.A: Direct Burial Rate was added here.

20.3.7: Was changed from Corrective Action to Internment Plans.

20.3.7.A.1: Casket was added here.

20.3.7.A.2: Direct Cremation was added here.

20.3.7.A.3: Burial of Two or more Bodies in one casket was added here.

20.3.7.A.4: Green Burials was added here.

20.3.8: Burial Payment Process was added here.

20.3.8.A: Form DFA-BU-3, Affidavit of Burial Costs, and Supporting Documentation was added here.

20.3.8.A.1: Instructions for Completing Form DFA-BU-3 was added here.

20.3.8.B: Reimbursement from the Deceased’s Estate was added here.

20.3.8.C: Release of Lien Against Estate was added here.

20.3.9: Corrective Action was added here.