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## OVERVIEW

Instructions for reporting the death of a child/ward are in [SRM 172, Child/Ward Death Alert Procedures and Timeframes](#).

Title IV-E funds can be used for funeral expenses if the child(ren) was/were title IV-E eligible prior to the child(ren)'s death. If the child(ren) was/were not title IV-E eligible prior the child(ren)'s death, limited-term funds can be used for funeral expenses.

## PLANNING RESPONSIBILITIES AND FAMILY INVOLVEMENT

A Michigan Children's Institute (MCI) ward is a permanent ward of Michigan Department of Health and Human Services (MDHHS); thus, the department becomes the parent and has the legal responsibility to handle all arrangements relating to the child(ren)'s burial. Minor children of youth with an active foster care case are also eligible for funeral payments.

If an MCI youth's family is known, the family shall be advised of the child(ren)'s death. In all cases the family should be offered the opportunity to participate in the funeral arrangements. The local office manager or designee has the authority to handle these arrangements. For temporary court ward (TCW) youth, it is the family who would have the authority to make the funeral decisions.

### Burial Allowance

Burial expenses up to a limit of \$6,000 may be submitted as a taxable exceptional payment request emailed to the Federal Compliance Division (FCD) at [mdhhs-federalcompliance@mdhhs.gov](mailto:mdhhs-federalcompliance@mdhhs.gov). An invoice must be attached to the request. Prior approval is not required for funeral costs up to \$6,000.

An exception payment request must be submitted to FCD for prior approval of all burial expenses \$6,000 and above. The request must include justification for the exception and the reasonable alternatives that were explored.

The provider must be enrolled in Bridges by submitting the [DHS-2351-X, Bridges Provider Enrollment/Change Request](#), to FCD at [MDHHS-federalcompliance@mdhhs.gov](mailto:MDHHS-federalcompliance@mdhhs.gov) prior to payment authorization.

**Flowers or Other  
Associated  
Funeral Expenses**

The placement or placement agency foster care (PAFC) provider can be reimbursed for up to \$100 for the cost of flowers or associated funeral expenses. Paid service authorizations for flowers or other associated funeral payments are submitted as a taxable exceptional request in the electronic case management system. A paid receipt must be attached to the request. Prior approval is not required.

**Gravestone and  
Installation**

The cost for both the gravestone and installation cannot exceed \$600. Service authorizations for gravestone markers must be submitted as a taxable exceptional request in the electronic case management system and accompanied by an estimate for the gravestone and installation. The provider must be enrolled in Bridges by submitting the DHS-2351-X, Provider Enrollment/Change Request, to FCD at [MDHHS-federalcompliance@michigan.gov](mailto:MDHHS-federalcompliance@michigan.gov) prior to payment(s) being authorized.

**POLICY CONTACT**

Questions about this policy item may be directed to the [MDHHS-federalcompliance@michigan.gov](mailto:MDHHS-federalcompliance@michigan.gov) email box.