

September 19, 2017

Social Services Agenda:

- 1. Introduce Mike Juneau; Transportation Coordinator**
- 2. Statistics**
- 3. Approval of the Hubbard County Burial Policy—reviewed and approved by the Hubbard County Attorney's Office**
- 4. Other**

HUBBARD COUNTY CHILD SUPPORT UNIT

- * Currently we have approx 1,026 child support cases open
- * We have collected \$1,350,892.61 so far this year thru 08/31/2017
- * Our Federal Fiscal Year (FFY) is from October 1st thru Sept 30th
- * Please see the numbers below on collections performance since 2013

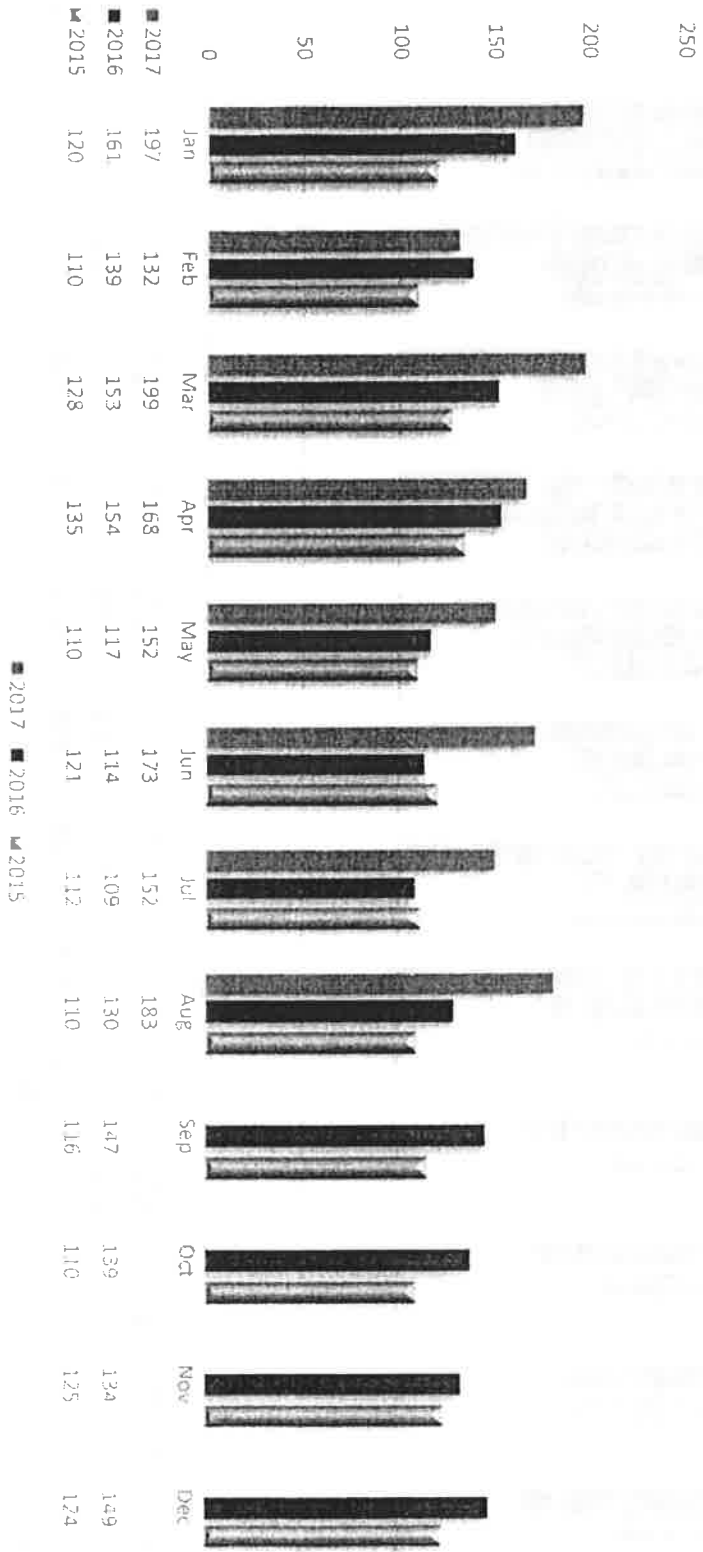
<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
64.46%	64.43%	69.53%	73.16%	74.91% (as of 08/31/17)

* New fiscal year started Oct 1st



Hubbard County Social Services Intakes

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	197	132	199	168	152	173	152	183	147	139	134	149
2016	161	139	153	154	117	114	109	130	147	139	134	149
2015	120	110	128	135	110	121	112	110	116	110	125	124



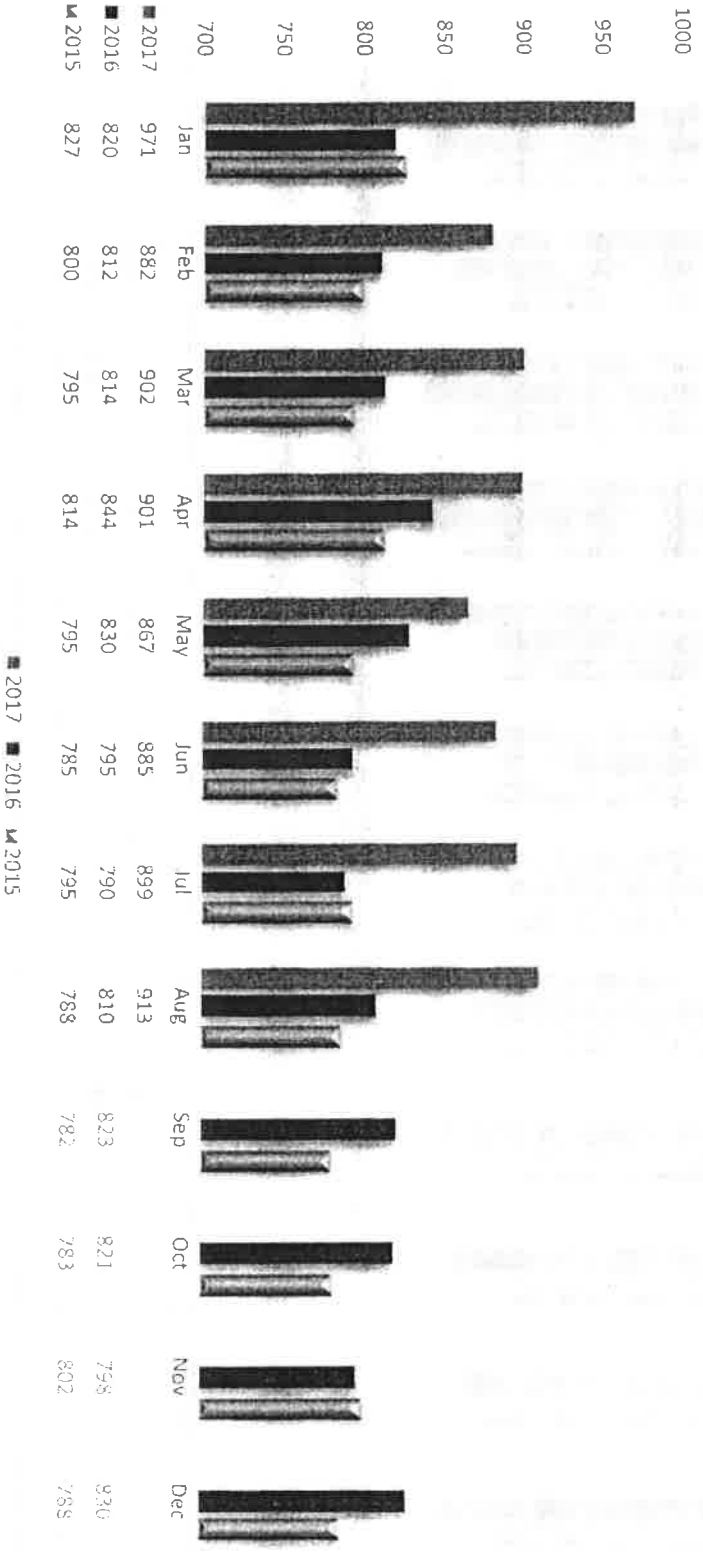
■ 2017 ■ 2016 ■ 2015



SOCIAL
WORKERS
CHANGE
FUTURES

Hubbard County Social Services Open Workgroups

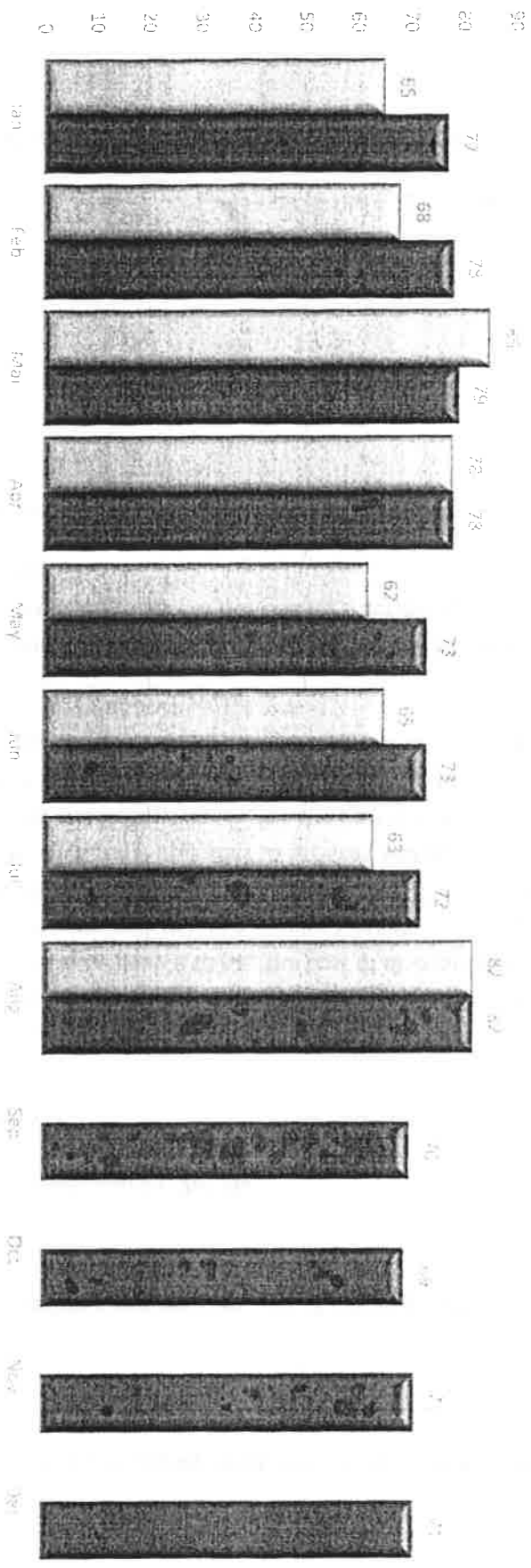
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	971	882	902	901	867	885	899	913	823	821	798	830
2016	820	812	814	844	830	795	790	810	823	821	798	830
2015	827	800	795	814	795	785	795	788	782	783	802	788





Hubbard County Social Services Children in Out of Home Placement

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2017	65	68	85	78	62	65	63	82	70	69	71	71
2016	77	78	79	78	73	73	72	82				



■ 2017 ■ 2016

Hubbard County Burial Assistance Policy

Revised: September 2017

PURPOSE:

To define how funds are disbursed by Hubbard County Social Services to provide for funeral or final disposition expenses of a person who dies without apparent means.

POLICY:

Hubbard County Social Services will provide burial assistance for qualifying Hubbard County residents.

AUTHORITY:

Minnesota State Statutes 261.035, 256.935, 390.21, 261.04

Hubbard County Board of Commissioners

MAXIMUM BURIAL COSTS:

In accordance with the MN Statute 261.035, Hubbard County will provide for the immediate burial or direct cremation for residents of the county who are otherwise unable to pay the cost of disposition of their remains. Hubbard County Social Services Burial Assistance has a maximum assistance level of \$2,000. The total cost of the burial cannot exceed \$3,000 (\$2,000 county funds and \$1,000 family contribution). There is a \$3,000 cap on the cost of the burial in order to be eligible to receive burial assistance. Additional upgrades to services and purchases can be made as long as they do not exceed \$1,000. Any pre-payment by the family/friends, for any part of the burial assistance, will be deducted from the \$2,000 county contribution. While families are allowed to contribute up to \$1,000, this payment cannot be made in advance of approval of the burial assistance funds. The rate structure is the same regardless of age, cremation or traditional services.

Extra costs, such as a monument, clothing, telephone calls, and fees for flowers, music, food and clergy will not be considered for payment nor are they included as part of the County's burial expense. These may be ordered and paid for by family or friends of the deceased.

Hubbard County costs are limited to and will only authorize payment for the following services:

- Professional Services
- Cremation
- Casket
- Vault
- Burial space
- Opening and closing of grave

Hubbard County will not reimburse for burial expense once paid to the funeral home.

A detailed invoice which includes applicants and funeral directors signature is required before payment can be made.

**** As of 10/01/2017, Hubbard County does not pay for out of state burials. Hubbard County will pay to have cremated remains shipped via Greyhound bus, FedEx or another carrier to a receiving state. If a Hubbard County resident dies while visiting another state in which they wish to be buried or cremated, Hubbard County will pay up to \$2,000 providing the total burial does not exceed the \$3,000 limit (\$2,000 county funds and \$1,000 family contribution). If a Hubbard County resident dies while visiting another state and the next of kin wants the remains transported to Minnesota, the cost of the transportation and all costs associated with the burial cannot exceed \$3,000. No transportation costs can be pre-paid to the Hubbard County Burial Assistance application. Any pre-paid costs will be used to off-set the Hubbard County maximum payment of \$2,000.**

INTERVIEWING APPLICANTS:

An in-person interview is not required to complete the application process. However, some applicants may wish to complete the application in person. We will accommodate those requests by seeing walk in clients and callers requesting an appointment.

RECEIPT OF APPLICATION:

Applications for a county burial can be made by a family member or individual with the legal right to control the service. **Applications must be made prior to the funeral arrangement agreement being completed** (unless weekends, holidays or extraordinary circumstances prevent a timely application). Applications must be made to Hubbard County Social Services. The funeral home selected must know of Hubbard County's involvement at the time the arrangements are made.

RESIDENCY:

In order to be eligible for Hubbard County Burial Assistance, the deceased person must meet Hubbard County residency requirements. Citizenship does not factor into residency.

Residency is met in any of the following ways;

- If on Public Assistance, Hubbard County must be the financially responsible county (CFR). Deceased could be in a nursing home in another county, but if Hubbard County is financially responsible for the case, then Hubbard is financially responsible for the Burial Assistance. The county a person moves from remains financially responsible for 3 months.
- If not on Public Assistance, the deceased person must have a last known address in Hubbard County and be able to provide verification of this. Verification can be a lease agreement, rent receipt, mail received, etc.

RESIDENCY AND TRAVELERS:

If individuals are vacationing/visiting/traveling through the county, the county/state/country in which they are from is responsible for their burial assistance. However if someone recently moved here, and is living in a shelter or temporarily with friends and family, with the intent of moving here, then we would consider them to be Hubbard County residents.

INCOME/ASSETS OF DECEASED PERSON:

Available assets are counted even if on public assistance.

If available assets are \$2,000 or less, a county burial will be approved. Any available assets less than the \$2,000 will be deducted from the county contribution.

If available assets are greater than the \$2,000.00, the application will be denied.

Available assets: Resources owned by the deceased or responsible relative (pursuant to Statute, responsible relative is defined as surviving spouse or parent(s) of a minor child) at the time of death, or within 30 days prior to death, are considered available to help defray the burial costs. Resources include: pre-paid burial arrangements, bank accounts, life insurance, trust accounts, vehicles, real estate, death benefits to which the deceased and/or responsible relative are entitled (includes veterans benefits, Social Security Death Benefit, joint bank accounts, nursing home trust fund, and/or social welfare fund). The responsible relative must apply for any and all available death benefits.

Excluded Assets:

- Exclude \$1,000.00 if there is a surviving spouse, or dependent children or both. (Maximum exclusion is \$1,000).
- Exclude the income of the deceased if receiving any cash benefits from RSDI, SSI, VA, GA, MSA or MFIP.
- Exclude the 1st home, if there is a surviving spouse or a minor child over the age of sixteen years old in the household.
- Exclude vehicles jointly owned by someone outside the household and not the responsible relative.

DONATIONS, FUND RAISERS OR OTHER CONTRIBUTIONS:

In some circumstances there may be community donations, fundraisers, etc raised for the deceased or surviving family members. These assets must be considered prior to approving Burial Assistance. Proceeds from fund-raising, donations and any other contributions from friends, family and/or the community are considered assets and are used to reduce the amount of the Hubbard County Burial Assistance payment.

REIMBURSEMENT TO OTHER COUNTIES:

Only reimbursement of up to \$2,000 will be authorized to any county as long as Hubbard County is the county of financial responsibility (CFR).

PROCESSING TIMELINES:

Our intention is to process applications within 48 hours of receipt of all required documents.

APPROVAL:

Once the decision has been made to approve the application, the applicant and funeral home will be called and informed of the approval and the amount of the approved assistance.

DENIAL:

When an application is denied, the applicant will be informed by phone and in writing, unless the denial is due to county of financial responsibility. In those situations, a phone call informing both the applicant and the service providers is sufficient.

The letter to the applicant should state:

1. The reason for the denial
2. Information informing the applicant that they have the right to appeal. The time frames in which to appeal.

APPEALS:

The applicant has the right to an appeal hearing when an application is denied. Our denial letter informs applicants that they must appeal within 60 days. It also informs them that if they have a good reason to delay longer than 60 days, they may have 90 days. Appeals should be sent to the State of Minnesota Department of Human Services.

Once the State receives an appeal, the hearing is coordinated through the Minnesota Department of Human Services Appeals process. The staff in the Appeals Office will notify the Hubbard County Burial Assistance staff.

CLAIMS AGAINST THE ESTATE:

In accordance with Minnesota Statutes 261.04, Hubbard County Social Services is permitted to file a claim against the estate of a deceased person who received a county funded burial in order to recover county costs.

VETERAN'S BENEFITS:

Veterans, and in some cases, their spouses, may be entitled to free burial (burial plot only) at Fort Snelling National Cemetery. The burial includes the fees for the opening and closing of the grave, as well as the headstone.

The VA is committed to ensuring that all veterans obtain the benefits they are entitled too. If the next of kin does not know if the individual is a veteran, we should refer these individuals to our Veteran's Services Office at 218-732-3561. Individuals may also contact the VA directly, to determine if the deceased or the spouse of the deceased was a veteran.

Veteran requests for veteran status of adult decedents should be made to VA regional offices, medical facilities, or VA national cemeteries. By calling the VA toll-free benefits number, 1-800-827-1000, you will reach a representative who can verify if a decedent was a veteran and if VA burial benefits are in order. Note: The VA is unable to verify veteran status of unidentified remains.

What information is required for verification? The information needed for verification is the decedent's name and VA claim number (if known). Otherwise, as much of the following information as possible will be useful: Social Security number, date of birth, branch of military service, service number and service dates.

The above policy was duly adopted at the Hubbard County Board Meeting on September 19th, 2017 and shall be effective from this day forth.

Vern Massie, Chairman

Deb Vizecky, Director

Hubbard County
Burial Assistance Application

Please accept our condolences on your recent loss. We realize this is a very difficult time and we hope to do everything possible to make this process go smoothly for you.

The enclosed Application for Burial Assistance must be completed and returned to Hubbard County Social Services prior to the funeral arrangement agreement being completed. The funeral home selected must know of Hubbard County's involvement at the time the arrangements are made. The application should be completed by the closest living relative or legal representative. Under current policy, Hubbard County Social Services Burial Assistance has a maximum assistance level of \$2,000. The total cost of the burial cannot exceed \$3,000 (\$2,000 county funds and \$1,000 family contribution). There is a \$3,000 cap on the cost of the burial in order to be eligible to receive burial assistance. Additional upgrades to services and purchases can be made as long as they do not exceed \$1,000. Any pre-payment by the family/friends, for any part of the burial assistance, will be deducted from the \$2,000 county contribution. While families are allowed to contribute up to \$1,000, this payment cannot be made in advance of approval of the burial assistance funds. The rate structure is the same regardless of age, cremation or traditional services.

You may be asked to provide verification of the income and assets of the decedent, spouse and/or other responsible relatives.

You may return your completed, signed application by:

- 1) **FAXING** – Fax completed applications to 218-732-3231
- 2) **DROP OFF** – Drop off completed application to:

Hubbard County Social Services

Attn: County Burial

205 Court Ave

Park Rapids, MN 56470

- 3) **EMAIL** – please call 218-732-1451

If you have any questions about the process or would like to request an appointment, please contact Hubbard County Social Services at 218-732-1451.

Hubbard County

Application for Burial Assistance

Information about the deceased person:

1. **Name of the deceased:**

First

Middle

Last

2. Date of Birth: _____ Date of Death: _____

3. Social Security Number: _____

4. Last Known Address: _____

5. Marital Status (Circle One): Single Married Separated Divorced Widowed

6. Was the deceased or spouse of the deceased a Veteran? Yes No Unknown
If yes, complete the following if known:

Branch: _____ Type of Discharge: _____ Claim #: _____

7. Was the deceased on any type of Public Assistance? Yes No Unknown
If yes, case number: _____

8. Did the deceased have a prepaid burial or cemetery lot prior to death?
Yes No Unknown

9. Name of Funeral Home to be used:

_____ Phone #: _____

10. Cemetery where the deceased will be buried:

_____ Phone #: _____

11. Would you or any member of the deceased's family be able to contribute toward burial expenses?

Yes No Unknown If yes, what amount? _____

ASSETS

This section pertains to assets and available resources. We must have information about assets of the deceased.

To the best of your knowledge, does the deceased have any of the following?

	Yes	No	Owner	Value at DOD	Financial Institution and Account #'s if applicable
Cash					
Bank Accounts					
Nursing Home Acct					
Stocks, CD's					
Trust Fund					
Vehicles					
Real Property					
Life Ins & Annuities					
Livestock, Farm Equip					
Other Property including boats, recreational vehicles, etc					

All assets will need to be verified as of the individual's dated of death. If the deceased was on Public Assistance in Hubbard County, we may be able to assist you in obtaining those verifications. If there is not adequate space to list all assets in a category please list on a separate attachment.

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 declare, under any applicable penalties of criminal liability provided in the laws of the State of Minnesota, which all statements contained in this application, to the best of my knowledge and belief, are true, correct and complete.
- 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 Hubbard County.
- I agree to notify Hubbard County Social Services 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 Hubbard County.
- I allow Hubbard County Social Services staff to exchange information with the funeral director to determine eligibility for Burial Assistance. I also allow Hubbard County Social Services to obtain information about the income and assets of the deceased from their public assistance case if applicable.

Signature: _____ **Date:** _____

Information about person completing application: (please print)

Name: _____

Relationship to Deceased: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers:

Cell: _____ Home: _____

Work: _____ Fax: _____