



Glenda McMillan, Regional/County Director

Georgia Department of Human Services • Clyde L. Reese, III, Esq, Commissioner • Rachelle Carnesale, Division Director
Fulton County Department of Family and Children Services • 1249 Donald Lee Hollowell Parkway
Atlanta, Georgia 30318 • Phone: 404-206-5300

Fulton County Department of Family and Children Services Administrative Policy

Indigent Burials Assistance Program

Purpose: The Indigent Burials Assistance Program is to provide assistance for an individual that dies in Fulton County. Assistance will be provided to applicants who meet the program criteria. All submitted applications will be assessed on a case by case basis. An approval process can take up to 2 business days to complete.

Qualifications: In order to qualify for the Indigent Burials Assistance Program an applicant must meet the following criteria:

- ❑ An applicant must have died in Fulton County.
- ❑ An applicant should not possess a Life Insurance Policy and/or have any income or financial resources over \$400.00.

Approval Process: In order to approve an application for the Indigent Burials Assistance Program the following criteria must be met:

- ❑ The Personal Advocate will obtain all applications and determine if an applicant qualifies for assistance.
- ❑ The Personal Advocate will contact the next of kin of the deceased to verify there are no additional financial resources available to cover costs associated with the burial and/or cremation.
- ❑ Upon meeting the eligibility requirements, the Personal Advocate will provide the applicant's family with a choice to proceed with a burial and/or cremation.
- ❑ For the selection of a burial, the Personal Advocate will determine if the family has identified a Funeral Home. In the event the family has not selected a Funeral Home, the Personal Advocate will assist the family with making a selection. A family is entitled to utilize their own Minister, within the allotted 15 minutes, for the service. The Personal Advocate will contact the Funeral Home upon receipt of an application.
- ❑ For the selection of a cremation, the Personal Advocate will submit a request to verify the degree of relationship (i.e. birth certificate) and request for the applicant's family to submit an Application for Burial of an Indigent Person form.

- ❑ The Personal Advocate will submit an Authorization to Release Remains form to the Fulton County Medical Examiners Office. Note: This form will only be submitted to the Fulton County Medical Examiners Office if the body is in their custody.
- ❑ The Personal Advocate will schedule the burial service with the Fulton County Chaplain's office and will provide demographic information for the deceased (i.e. name, gender, birth date, date of death), whether the family will attend, the Funeral Home's contact information, and contact information (i.e. relationship, telephone number, etc.) for the next of kin. The Personal Advocate will contact the Fulton County Chaplain's office on the following days of the week and times:
 - Mondays up until 10 am for burials on Tuesdays
 - Wednesdays up until 10 am for burials on Thursdays
- ❑ Burials are conducted on Tuesdays and Thursdays.
- ❑ The Funeral Home will contact the family to inform of the service time.
- ❑ All Burials are performed at the Mutual Meadows Cemetery located at: 7780 Ono Rd. Palmetto, GA 30268.

Burial/Cremation Allocated Costs:

APPLICANT CRITERIA	TYPE OF SERVICE	SERVICE ASSISTANCE COST
Children 2 years and older and adults	Burial	\$600.00
Infants over 10 pounds and up to 2 years of age	Burial	\$550.00
Adults diagnosed with infectious diseases	Burial	\$700.00
Cremations based on actual cost (Not to exceed the adult payment rate)	Cremation	\$600.00
Premature infants/fetuses when necessary	Burial	\$250.00
Non-standardized Coffin	Burial	\$350.00 (in addition to base rate of \$600.00).

**Note: A non-standardized coffin pertains to a situation in which a body size is over the weight limit of 300 pounds and/or the body size can not fit within a standard coffin.*

Process for Payment Reimbursement:

- ❑ All original invoices must be submitted to the Personal Advocate within 10 days of the approval for services.
- ❑ A payment will be distributed within 30 days once an invoice is received by the Personal Advocate.
- ❑ All invoices will only be accepted when sent via U.S. postage mail to the Personnel Advocate. Invoices should be sent to:

Fulton County Department of Family and Children Services
 Attn: Harriet Campbell or LaTasha Stewart
 1249 Donald Lee Hollowell Pkwy
 Atlanta, GA 30318