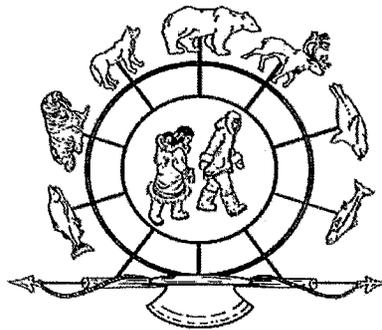


KAWERAK, INC.

Funeral/Burial Information

Kawerak Burial Assistance Program



Kawerak General Assistance

Organizations Providing Assistance Regarding Burial and Cremation Services

NSHC Social Services

- Provides applications for financial assistance from various programs to help cover costs
- Accesses NSHC Material Management crew resources to transport remains when available (during regular work hours only)
- Helps families obtain death certificates
- Acts as the main contact for purchasing caskets that are already available in Nome
- Can find non-family volunteers to help clean, set and dress the deceased at the hospital
- Has access to the NSHC morgue; can also arrange to access the City of Nome morgue.
- In general NSHC helps with coordination if the decedent passes within the region only. However, the Social Worker can also assist with logistics if the decedent passes out of the region.

State Medical Examiner's Office

- Determines whether an autopsy is required.
- Directs the shipment of the remains to their Anchorage office.
- Completes the death certificate if necessary.
- Contacts family to determine where remains need to be sent (ie, funeral home, crematory, or directly back to decedent's place of death). Fees may apply depending on where and how the remains are sent.

Funeral Homes

- For a fee: will pick up and transport remains from the hospital, medical examiner's office, the decedent's home (if they lived outside of rural areas) and airlines.
- For a fee will provide the following quality services for the remains: clean, set features, dress, apply makeup, embalming, placement in casket or cremation.
- For a fee: will provide numerous options and packages for caskets, urns, guest books, funeral programs, funeral locations (limited to urban areas), and bereavement counseling.
- For a fee: arrange for funeral obituaries and obtain death certificates.
- Advise families on who to call for financial reasons, ie, social security administration, bank accounts, and wills.
- For a fee: offers cremation services, urns, and packaging and shipment of cremated remains.
- Must provide as required by law, an itemized list of costs and fees associated with funeral supplies and services.

Casket Companies

- For a fee: offers variably-priced caskets (some are also stocked at NSHC), that are often priced less than funeral homes. They do not usually offer embalming or other services that are available through a funeral home.
- For a fee: some offer cremation services, urns, and packaging and shipment of cremated remains.

Cremation Centers

- For a fee: offers transportation of remains to and from airlines and the medical examiner's office.
- For a fee: offers cremation services, urns, and packaging and shipment of cremated remains.

Tribal Offices/Churches/Families/Community

- Assist families with applications for financial assistance
- Coordinates volunteers to help dress, set, and transport remains
- Helps provide knowledge of community resources that will help in many aspects of the funerary process
- May act as the point of contact for agencies and the family.
- May have financial resources to help pay costs.
- May help to coordinate programs, funerals, potlucks, and airline tickets.
- Provide places of gathering for funeral-related events

City Governments

- Responsible for issuing cemetery plots for municipal-run cemeteries
- May refer families to volunteers that will dig burial plots
- Many operate city morgues
- May be able to assist with obtaining court-issued burial permits

Financial Assistance Programs (such as Kawerak and tribal General Assistance, State "GRA" Burial Assistance)

- Provide guidance and information about financial resources, applications, costs, and payments of costs.
- Coordinates and issues payments on behalf of eligible decedents.
- Assist with referrals to other financial programs if not eligible for the applied service (i.e. for out-of-region decedents)
- Work with funeral homes to determine affordable packages

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State Court

- Provides burial permits (ie, for burial or dispersal of cremated remains at locations other than a cemetery)
- Performs probate hearings

Kawerak Land Management Services

- Retains Last Wills and Testament documents for individuals who owned restricted native allotments and townsite lots or fractions of native allotments and townsite lots. Some individuals may have also left a will with an attorney's office.
- Coordinates probate services in regard to restricted land.

Executors

- Provides guidance on behalf of the decedent as to the final wishes based on the decedent's last will and testament.
- Is in charge of contacting debtors and accessing financial accounts to pay debt on behalf of the decedent

State Bureau of Vital Statistics

- Records death certificates
- For a fee: Provides copies of death certificates

Everything You Need To Remember When Planning a Funeral By Gigi Immingan

Planning a funeral can be a very stressful and emotional time, and you could find yourself with lots of things to remember at the time when you really feel like you can't cope. The loss of a loved one is never easy, even if they have suffered a long illness, and planning the funeral will probably be one of the last things on your mind. However, it must be done. These days some people choose to pre-plan their funerals so this really does take a lot of the financial and emotional burden away from those who are left behind, especially as there is often uncertainty as to the type of funeral the deceased would have wanted.

Funeral Checklist – What To Do First

At times like this it's a good idea to have a checklist of things to do, you might actually be surprised at how many things there are to remember when planning for a funeral.

1. Notify the Authorities – unless the death occurs in a hospital or a nursing home, it is very likely to be your responsibility to notify the appropriate authorities, simply call 911 or your local emergency number.
2. Notify Relatives and Friends – nobody likes to be the bearer of bad news, but you do need to inform the rest of the family and friends what's happened. It is the responsibility of the police to notify the next of kin, but there will probably be lots of other people who need to know too. Don't forget close friends as well as family.
3. Designate a point of contact or a lead coordinator for agencies to contact.
4. Designate an organizer for the funeral/potluck/gathering for memorial, etc. This person can also assist in finding other resources for the gathering, travel for family and a place to stay.
5. Contact NSHC, Social Worker 443-4541, and ask for assistance & information. The Social Worker follows up to ensure a death certificate is completed and has experience assisting families with the death of a community member.
6. Contact a Casket Company or Funeral Home – you may have already decided on which funeral home to use, maybe one which has been recommended or has been used for other members of the family, if not then you do need to make the decision now.
7. Who Will Pay – if the funeral arrangements haven't been pre-planned and there is no insurance policy, then you will need to decide who will be responsible for paying for the funeral arrangements. Very often the executor of the estate will deal with this, but it really is up to the close family to decide amongst themselves.
8. Close family - will need to organize a time to meet up with the funeral director to discuss the finer details of the funeral, if necessary.
9. Collect Necessary Information – there is specific information which you will need in order to complete the death certificate. This includes: parents names (including initials of middle names and mother's maiden name), date of birth of deceased, social security number, place of work and occupation.

Funeral Checklist – At The Funeral Home

Funerals can be extremely expensive and can put families in deep debt. Families must be aware that a cost comes with each item or services they request from a Funeral Home. The funeral director will be able to help and guide you through the planning procedure if this hasn't been done already. These are the sorts of things you will need to do:

1. Embalming – you will need to consider whether embalming is necessary or not. This depends upon the type of funeral it will be. Embalming is not required by law for cremations, for example, as long as you don't want to have any viewings of the body beforehand. If the body is not embalmed it will need to be either cremated or buried very quickly.
2. Clothing – this is again not necessary for cremations, but if you want to have visitations of the body then you need to decide on the clothing. This may be a favorite outfit of the deceased or alternatively the funeral director will help you to choose some suitable funeral clothes.
3. Jewelry – it is also nice for people to be buried with special jewelry or a watch, for example. Think about what was precious to the deceased and whether they might like to be buried with it. Again, this is not necessary for cremations.
4. Burial vs Cremation – if this hasn't already been discussed, now is the time to decide on whether to bury or cremate the remains. If there is to be a burial you will need to think about a burial plot. If you don't own a burial plot then you will need to obtain one. Contact your City office for plots.

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5. Choose a Casket or Urn – **(check with NSHC Social Worker to see if one is available in Nome)** the casket is one of the single most expensive items involved in the whole funeral procedure, but prices do vary. Hardwood caskets like Mahogany can be quite expensive, although cheaper soft wood options are available. Of course, for cremations you only need a simple cardboard container, although you might like to rent a casket for the service. **Note** – you do not have to buy your casket from the funeral director. You can actually buy one from another source and have it delivered to the funeral home, and the funeral director cannot refuse to allow you to do that or charge you extra for handling it, so if you have the time to shop around (probably only when you are pre-planning a funeral, realistically) then you might be able to save some money or find something which you prefer.
6. Open or Closed Casket – you need to decide whether the casket will be open or closed. Some clergy insist that the casket is closed before the memorial service, so if you want it open you'd better specify and see whether it will be possible.
7. Gather with family members to create the obituary together.

Funeral Checklist – After the funeral

Unfortunately, even after the funeral has been and gone there are still some things which you may find you need to do. Check this part of the list and make sure that nothing has been forgotten:

1. Death Certificate – it's a good idea to get quite a few copies of this from your funeral director, 10 or more as you might be surprised at the number of places they'll need to see one. . The 1st copy is \$25.00 and additional is \$20 each. The expedite fee is \$11.00 Faxed requests have an additional \$11.00 fee. Contact Vital Statistics for actual costs.
2. Social Security Office – will need to be contacted, particularly if the deceased was receiving Social Security Benefits. Any over payments made at this time will result in lots of problems later. If, however, you are the surviving spouse of the deceased, find out how this will affect your own Social Security Benefits.
3. Health Insurance Company – if applicable, will need to know that the deceased has passed away and coverage is no longer required.
4. Life Insurance Company – you will need to contact the Insurance Company about all Life Insurance Policies. They'll need to see a copy of the death certificate and the policy number, you'll also need to fill out a claim form. Also, remember to remove the deceased names from any other policy on which they are a named beneficiary.
5. Work Place – if the deceased was in employment you'll need to contact the employer, ask them about information on pension plans, union death benefits and credit unions. Every one of these claims will also need a copy of the death certificate.
6. Credit Cards – of the deceased should be returned with a copy of the death certificate, or alternatively, if you want to keep use of the card then you need to inform the credit card company of the change in circumstances.
7. Accounts and Taxes – visit a tax advisor or accountant for help with filling out a tax return for the deceased in the year of the death. Keep a record of bank statements etc, on both the accounts held by the deceased and any joint accounts which were shared.
8. Bank Accounts – arrange for any joint bank accounts to be amended to your name only. You may need to check with the Trust Department if the estate of the deceased is held in trust.
9. Stocks and Bonds – should be changed in name, if applicable. Speak to your broker.
10. Pay Bills – don't forget to keep up the payments on important bills, mortgages, loans etc.

Funeral Checklist – Items You Might Need

1. Death Certificate
2. Social Security Card
3. Birth Certificate
4. Marriage Certificate
5. Birth Certificate for each child (if appropriate)
6. Deeds or Titles to any Property
7. Insurance Policies
8. Bank Books
9. Stock Certificates (if applicable)
10. Recent Income Tax and W-2 forms

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Some costs incurred at a Funeral Home

- Whether it is transportation from the Medical Examiner's office to the Funeral Home or from a Funeral Home to the airport, there are transportation/removal fees that you may be responsible for.
- Viewing/visitation – if this is how you want to be remembered then that's fine, but if you'd rather your loved ones remember you without the wooden box surround – then it really isn't necessary. Some people find viewings a great comfort; others only go because they feel that they want to say goodbye to their loved one.
- Guest books, pens etc, are expensive, you can find one at a local store most times cheaper.
- Embalming – another costly addition to the burial expenses which is really only necessary if you are having viewings (see above) or if the funeral is going to take place a considerable amount of time after death. If you chose a direct cremation, for example, all embalming expenses may be waived.
- Dressing – again, only necessary if people are going to be visiting you before the funeral. Some people choose rather expensive funeral robes whereas others prefer to be buried in a favorite outfit.
- Grave liner – some grave liners are more expensive than others. Some cemeteries have rules and regulations about which grave liners they will or will not accept.
- Headstone – again, there are expensive headstones and there are less expensive headstones
- Caskets –Some hardwood caskets (mahogany etc) are pretty expensive, but some of the soft wood options (for example pine) are much cheaper.

If you do have specific wishes, talk about them openly with your family and don't forget to ask them what they want. *It doesn't take an expensive funeral to reflect how much you loved somebody.*

Things to Think About

- If you make a plan make sure that everybody knows what it is.
- If you decide that cremation is the answer, sign the permit in good time (with funeral home/crematory company).
- Hold the memorial service in a special place. It doesn't have to be in church, it can be in a park or at home.
- Don't leave all of the planning to the funeral home, do some of it yourselves
- Direct cremation and scattering of the ashes is probably the cheapest option and can still be memorable.
- An immediate burial without visitations or embalming is definitely the cheapest burial option.
- Use your favorite outfit instead of expensive burial clothes.
- Don't use the first funeral home you find, shop around a bit and you might save a little money.

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There are many expenses that incur when someone passes away. Be aware that almost anything that a funeral home provides comes with a cost and the funeral homes must provide you that information upfront. Here is some information that may help your tribal members when someone passes away.

In Nome:

NSHC Social Worker 443.4541

- Access to financial information
- Material Management crew may be available during work hours/days to assist transporting casket
- Information about Death Certificates
- Assistance with court for burial permits
- Caskets may be available in Nome at NSHC through Alaska Casket Company 1.888.860.7890 or 348.7375
- Information for volunteers to assist in dressing the deceased, if the deceased passes away at the hospital
- Hospital Morgue
- More information

The NSHC Social Worker is a wealth of knowledge, please contact their office for assistance.

Nome City Hall 443.6663

- Keys to City Morgue
- Assists with Plot information
- Burial Permit
- Referrals to requirements
- May be able to refer you to a volunteer who can dig a plot

Contact the City Hall or Nome Police Department for the City Morgue keys. There is no running water at the City Morgue; if cleaning the deceased is required, make arrangements to bring items such as wipes, bring your own hot water, etc. The NSHC Social Worker may be available to assist or may be able to refer you to someone who can assist. Always make sure that you have a name tag on the casket when storing at the City Morgue so there is not a mix up.

Burial Assistance Programs (Financial Assistance to low income households) Bering Strait Region

Applications Attached:

- State of Alaska Public Assistance (GRA) – Nome 443.2237--1.800.478.2236
- Kawerak Burial Assistance – Nome 443.4370 or 1.800.478.5230
- Nome Eskimo Community (members only) – 443.2246
- Gambell Tribe (members only) 985.5346
- Bering Straits Native Corporation Bereavement Assistance 443.5252 or 1.800.478.5079

Anchorage residents: Cook Inlet Tribal Council Burial Assistance 1.877.985.5900 or 793.3600

- Any tribal member that resides in Anchorage and is income eligible may apply for burial assistance.

Death Certificates

- Anchorage Vital Statistics 269.0990
- Juneau Records Processing 465.3391

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IF DECEASED IS AT THE MEDICAL EXAMINERS OFFICE AND FAMILY CALLS A FUNERAL HOME, THERE ARE REMOVAL FEES ASSOCIATED WITH TRANSPORTING THE DECEASED TO THE FUNERAL HOME. THIS IS SOMETIMES CALLED A REMOVAL FEE. PLEASE MAKE SURE YOU UNDERSTAND WHAT IS BEING PERFORMED AND ASK IF THERE IS A COST.

<p>Alaska Cremation Center 3804 Spenard Road Anchorage, Alaska 99517 (907) 279-3741 Ph (907) 278-8551 Fax</p>	<p>Removal fee \$495.00 *if the family is approved by DPA there is no \$495.00 remove fee.</p>
<p>Alaska Casket Company 11900 Industry Way M-7 Anchorage, AK 99515 1-888-860-7890 or 348-7375 ph (907) 348-7379 fax</p>	<p>Is not authorized to remove deceased from Medical Examiner's Office, works with Alaska Heritage Memorial Chapel & Crematory. Most times Alaska Casket Company has caskets stocked at Norton Sound Health Corporation-Social Workers 443-4541</p>
<p>Alaskan Heritage Memorial Chapel & Crematory 440 East Klatt Road, Suite B Anchorage, Alaska 99515 (907) 336-3338 ph (907) 336-5558 fax</p>	<p>Their removal fee is included with basic series which is \$1,880.00 , this includes everything but the casket. *transport the body*death certificate *embalming *dressing of the body *transportation to the airport. (no casket) This company does give a \$380.00 discount for Native Alaskans.</p>
<p>Anchorage Funeral Home & Crematory 1800 Dare Avenue Anchorage, Alaska 99515 (907) 345-2244 or 800-478-3353 ph (907) 345-1096 fax</p>	<p>Removal fee is \$350.00, this is considered the "starting of services". This \$350.00 can be included in the total cost of what is considered a "ship out" and it is a total of \$1625.00.</p>
<p>Cremation Society of Alaska 7217 O'Brien Street Anchorage, Alaska 99507 (907) 277-2777 or 877-283-1753 ph (907) 877-782-6360 fax</p>	<p>Their removal fee is included in the total. Cremation is \$1295.00. \$1495.00 will cover embalming, permits dressing and a shipping case. Not a casket.</p>
<p>Eagle River Funeral Home 11046 Chugiak Drive Eagle River, Alaska 99577 (907) 696-3741 ph</p>	<p>Removal fee is \$495.00, If this family is approved by DPA there is no fee.</p>
<p>Evergreen Memorial Chapel 737 E Street Anchorage, Alaska 99501 (907) 279-5477 or 888-268-5477ph (907) 278-8551 fax</p>	<p>Removal fee is \$495.00</p>
<p>Kehl's Legacy Funeral Home 11621 Old Seward Highway Anchorage, Alaska 99515 (907) 344-1497 ph (907) 349-2947 fax</p>	<p>Requested information 3 times, did not receive.</p>
<p>Witzleben Legacy Funeral Home 1707 South Bragaw Street Anchorage, Alaska 99508 (907) 277-1682 ph (907) 278-5133 fax</p>	<p>Removal fee apart of basic services. \$1695.00 is embalming, dressing, transportation to airport. No Casket. They did mention that they will start a discount for Alaska Natives that includes embalming, dressing, death certificate and a choice of 4 different caskets for \$2500.00.</p>

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Information gathered on the Web through Google:

Embalming Process: The preparation of the body is called embalming, which is another expense at a funeral home. Although the body can be viewed without embalming, the best results are when the body is embalmed. Embalming is a chemical process that temporarily preserves the body and is the most successful way of removing the signs of disease and trauma. Embalming is done for several reasons; to allow families enough time to arrange the type of funeral services they want, to transport the deceased to another location for services and to restore the deceased to an appearance that is peaceful and soothing to the family. Individual state laws regulate embalming and with rare exceptions embalming is not required to be performed. The Federal Trade Commission requires that you must give your permission for embalming to be performed by the funeral home. Embalming is only performed by those who have had the required education and passed licensing requirements (in most states) to practice. The remains are always treated with respect and dignity. The embalming process requires that the practitioner understand many different disciplines of knowledge. These disciplines include anatomy, microbiology, pathology, chemistry, and specialized areas such as restorative art and cosmetology. The procedure requires time and skill. What is described here is a description in a laypersons terminology and should not be confused with the more complex process that is practiced by the embalmer.

Embalming takes place in a room that resembles a surgical operating room. The procedure itself can vary according to the condition of the deceased but will follow a set of standard guidelines. It may be more extensive if an autopsy has been performed or trauma is present. During this process the embalmer bends, flexes and massages the arms and legs to relieve rigor mortis. The eyes are posed using an eye cap that keeps them shut and in the proper expression. The mouth may be closed via suturing with a needle and ligature, using an adhesive, or by setting a wire into the maxilla and mandible with a needle injector, a specialized device most commonly utilized in North America and unique to mortuary practice. Care is taken to make the expression look as relaxed and natural as possible and ideally a recent photograph of the deceased while still living is used as a template. The process of closing the mouth, eyes, shaving, etc. is collectively known as setting the features.

The internal body cavities are treated by inserting a long tube and removing any gas or liquids and adding a preservative chemical. The body is thoroughly washed again, dressed and cosmetics are applied as needed. The use of cosmetics helps to even out the facial color changes that take place when the heart stops at death. It can also conceal bruises and trauma. Regardless of who will be viewing the deceased, if local, the funeral home will ask the family to come to see them first. In many cases even if the family had thought they wanted the casket closed they will leave the casket open because of the work of the embalmer. Sometimes it is just better to have the body embalmed so that the deceased is well prepared for burial.

Unembalmed: When a family chooses not to embalm the deceased, the family may have to set the features such as closing the eyes, shaving, cleaning and dressing the body etc. There is a certain amount of time you must bury the deceased and remains must be kept refrigerated . If there is rigor mortis, the family may have to massage areas in order to dress the deceased.

WHAT ARE MY RIGHTS AS A CONSUMER?

In 1994, the Federal Trade Commission (FTC) passed the "Funeral Rule" designed to protect consumers from the escalating costs of funerals. Consumers are now able to purchase caskets, flowers and other death-care related products from someone other than a funeral home.

State Medical Examiner's (SME) Office

Information
Gathered
From
Their
Website

- When the State Troopers or Nome Police Department are investigating a death that is other than a death of natural causes, the State Medical Examiner's Office may require an autopsy.
- If an autopsy is required, the ME must pay for the deceased to be shipped to their office and also is responsible to be shipped **back to the place of death**. **There is no charge to families for an autopsy or transportation to State Medical Examiner's and return to the community nearest the place of death** (reference 7 AAC 35.100(c)). However, the family is responsible for all funeral home charges.
- Families are not required to have the deceased transferred to a funeral home, the SME office can ship the deceased home from their office if an autopsy was required. **The family will be responsible for paying extra costs for extra weight, such as embalming and if shipping home in a casket.** The SME does not provide embalming, dressing, casketing or cosmetizing of the remains before transportation.
- **If the family requests that the SME ships the remains to a location other than the location of the death, the family is responsible for any additional transportation costs incurred as a result.**
- **If the family picks a funeral home for the deceased, there is a removal fee the Funeral Home may charge. This fee starts at about \$350-495.00 and the family is responsible for paying the funeral home. Most funeral homes will not release the deceased without payment.** An Authorization for Release of Remains form is required by the SME office and the family must read this carefully to understand what they are signing.
- The remains will be transported back to the location of death in an approved airline container provided by the ME office. This container is constructed of plywood with a corrugated cardboard top.
- If the family is picking remains up from the SME office, they will need to call ahead to schedule an appointment (907) 334-2200. If the family chooses to transport privately, the family will incur the transportation costs as a result.
- Transportation of the remains will be dependent up the schedule of the State ME and accommodating airlines.

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Other Funeral Home Info

- Families who choose to use a Funeral Home have the right to ask for an itemized price list of everything. Families should be aware that for services a Funeral Home performs, there is a cost the family will be responsible for paying.
- The family is responsible for paying the selected funeral home for any embalming or other services provided by the funeral home. Embalming a body is not required to ship on NAC. Embalming costs starts at about \$750.00 that the family will be responsible paying for.
- The family is responsible for paying the funeral home for any clothing, dressing or casketing provided by the funeral home.
- Certain funeral homes will not accept personal property. If you select a funeral home that does not accept personal property it will be the responsibility of the next of kin to make arrangements to pick up the property at the State Medical Examiner's Office. Property will not be mailed.
- If the family designates someone other than a funeral home to pick up the remains, a Bering Transit Permit will be required.

SME WEBSITE FOR MORE INFORMATION PLEASE GO TO THE MEDICAL EXAMINER'S OFFICE WEBSITE
[www. hss.state.ak.us/dph/sme](http://www.hss.state.ak.us/dph/sme)

16 CFR PART 453 FUNERAL INDUSTRY PRACTICES

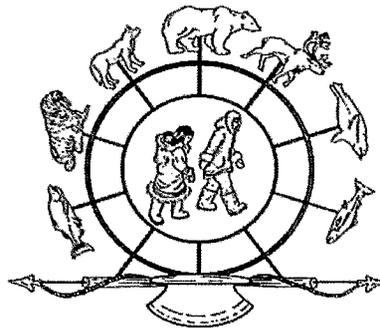
Available online at: <http://www.ftc.gov/bcp/rulemaking/funeral/16cfr453.pdf>

- Definitions
- Price disclosures
- Misrepresentations
- Required purchase of funeral goods or funeral services
- Services provided without prior approval
- Retention of documents
- Comprehension of disclosures
- Declaration of intent
- State Exemptions

KAWERAK, INC.

Medical Examiner's Office Information

Kawerak Burial Assistance Program



Kawerak General Assistance

Frequently Asked Questions

Why is the Medical Examiner's Office involved?
Where will my relative/friend be taken?
Will an autopsy be performed?
Can I refuse an autopsy?
Will I still be able to have an open casket service if an autopsy is performed?
Do I have to pay for an autopsy?
Am I required to use a funeral home?
Who pays for funeral services (embalming, casket, etc.)?
Who contacts the funeral home?
How long will it take before the deceased is released from the State Medical Examiner's Office?
Is it necessary for me to come to the State Medical Examiner's Office to view the body?
Is viewing or visitation allowed while the body is under the State Medical Examiner's jurisdiction?
Can a State Medical Examiner's case still be an organ or tissue donor?
How do I obtain a certified copy of the death certificate?
When will the autopsy report be ready and how do I obtain a copy?
Who do I contact for further questions or additional information?

Q. Why is the Medical Examiner's Office involved?

Alaska State law requires the State Medical Examiner to investigate the circumstances and determine the cause and manner of death in all deaths that are:

- Sudden, when a person is in apparent good health.
- Not under the care of a physician.
- Suspicious, unusual or unexplained.
- All deaths that are not due to a natural cause (accidents, homicides, suicides etc.)

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Q. Where will my relative/friend be taken?

The deceased will be taken to the State Medical Examiner's Office, 5455 Dr. Martin Luther King Jr. Ave, Anchorage, Alaska. They will remain there until examination of the body is complete. Upon completion, the deceased will be released by the State Medical Examiner's Office to the funeral home selected by the next of kin. The body will not be released until a signed **Release Authorization** is received from the next-of-kin. Investigation may continue after the release of the body to the funeral home.

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Q. Will an autopsy be performed?

When a body is brought into the State Medical Examiner's Office, either an external examination or an autopsy will be performed. An autopsy is a medical examination that includes removal of the internal organs; an external examination is a medical examination that does not include removal of the organs. Both autopsies and external examinations are routinely performed to determine the cause and manner of death. Final determination as to the level of examination is determined by the assigned pathologist.

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Q. Can I refuse an autopsy?

The State Medical Examiner's Office has the right and authority to determine whether or not an autopsy is necessary. The next-of-kin has the right to make their wishes known and every consideration will be given to religious and cultural concerns; however, the final determination as

to whether or not an autopsy is to be performed rests with the State Medical Examiner's Office.
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Q. Will I still be able to have an open casket service if an autopsy is performed?

Yes - autopsies are performed in a professional manner that does not interfere with the viewing of the deceased.
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Q. Do I have to pay for an autopsy?

No - there is no charge to families for an autopsy or transportation to Anchorage and return to the community nearest the place of death. However, the family is responsible for all funeral home charges.
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Q. Am I required to use a funeral home?

There is no legal requirement in the State of Alaska requiring the use of a funeral home. The State Medical Examiner's Office can release directly to the family. However, the State Medical Examiner's Office strongly recommends the use of a funeral home (at the family's expense) for proper disposition of the body after an autopsy. The State Medical Examiner's Office does not prepare or embalm individuals.
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Q. Who pays for funeral services (embalming, casket, etc.)?

The family is responsible for all costs associated with a funeral and preparing the body for burial and or viewing, including embalming. The State Medical Examiner's Office is only responsible to pay for transportation to Anchorage for examination and return to the community nearest the place of death. The **Division of Public Assistance** (907-269-6599) may be able to assist with other expenses if the decedent qualifies.
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Q. Who contacts the funeral home?

The family or legal representative is responsible to select and contact the funeral home. Once you have selected a funeral home, please let them know that the body is under the jurisdiction of the State Medical Examiner's Office. They can assist you in completing a **Release Authorization** authorizing the State Medical Examiner's Office to release the deceased to the selected funeral home. You may also obtain the release form on the State Medical Examiner's web site, or it can be emailed or faxed directly to you if you call (907)334-2200. Once a completed release form is received, the Medical Examiner's Office will contact the funeral home when the body is ready for release.
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Q. How long will it take before the deceased is released from the Medical Examiner's Office?

The State Medical Examiner's Office attempts to release the deceased as soon as possible after the examination is complete. This usually occurs the same day or next day after completion of the examination as long as a funeral home has been selected by the family. In cases where a funeral home is not being used, every attempt is made to have shipping arrangements made as quickly

as possible.
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Q. Is it necessary for me to come to the Medical Examiner's Office to view the body?

No - in the majority of cases, visual identification is not required. If visual identification is required, you will be notified by the State Medical Examiner's Office.
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Q. Is viewing or visitation allowed while the body is under the State Medical Examiner's jurisdiction?

No - the State Medical Examiner's Office is not designed to handle viewings for bereaved relatives. Arrangements for viewing should be made with your funeral director.
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Q. Can a State Medical Examiner's case still be an organ or tissue donor?

Yes - the State Medical Examiner's Office works closely with local tissue and organ procurement agencies. The Medical Examiner determines the appropriateness of the organ/tissue recovery and can deny the request, but every effort is made to allow for donation.
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Q. How do I obtain a certified copy of the death certificate?

The State Medical Examiner's Office does not issue copies of the death certificate. Copies can be requested from the funeral home when arrangements are made. Additionally, copies can be obtained from the **Bureau of Vital Statistics** (907-465-3391).
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Q. When will the autopsy report be ready and how do I obtain a copy?

Autopsy reports are available to the next-of-kin upon written request as soon as the case is closed. This may take anywhere from a few days to a few weeks but on rare occasions more complicated cases or cases requiring additional testing can take longer. Please submit your request in writing using the State Medical Examiner's Office "**Request for Documents**" form available on the State Medical Examiner's web page or by calling 907-334-2200. A legible copy of photo identification must be received for the request to be processed.
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Q. Who do I contact for further questions or additional information?

If you have further questions or did not find the information you needed contact the State Medical Examiner's Office at (907) 334-2200.

STATE OF ALASKA

DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF PUBLIC HEALTH
STATE MEDICAL EXAMINER OFFICE

SEAN PARNELL, GOVERNOR

STATE MEDICAL EXAMINER OFFICE
5455 DR MARTIN LUTHER KING JR AVE
ANCHORAGE, ALASKA 99507
PHONE: (907) 334-2200
FAX: (907) 334-2216

AUTHORIZATION FOR RELEASE OF REMAINS

In the matter of _____, a deceased individual:

I, we, the legal next of kin, or authorized agent of the next of kin, do hereby authorize the State Medical Examiner's Office (SMEO), to release the remains of the aforementioned decedent to:

Mortuary: _____

Mortuary Phone #: _____

If no mortuary is selected, the legal next of kin, or authorized agent of the next of kin, do hereby authorize the State Medical Examiner's Office (SMEO), to release the remains of the aforementioned decedent to:

Name of person picking up the remains: _____

Address of person picking up the remains: _____

Contact Phone # of person picking up the remains: _____

Disclosure:

The State Medical Examiner's Office (SMEO) is not required to embalm or provide other funeral home services. Likewise, there is no legal requirement for the use of a funeral home. The SMEO can release to a funeral home or directly to the family, back to the community nearest death. However, the SMEO strongly recommends the use of a funeral home (at the family's expense) for proper disposition of the body after an autopsy. The SMEO does not prepare or embalm individuals and assumes no liability for the condition of the body.

The undersigned assumes any liability for the release of these remains as directed.

Print Name: _____ Signature: _____ / _____
Legal Next of Kin Relationship

Date: _____ Witness: _____

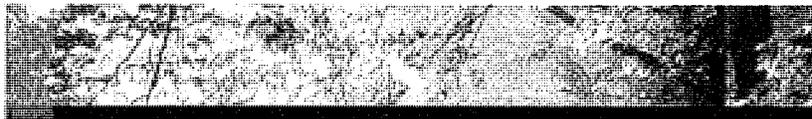
If the legal next of kin selects a funeral home for embalming, dressing, or casketing:

The State Medical Examiner's Office (SMEO) will only pay to transport the remains to and from the location of death. Reference: 7 AAC 35.100(c). "Transportation of human remains", and AS 12.65.025(2) "Post mortem examinations."

- If the family requests the remains be shipped to a location other than the location of death, the family is responsible for any additional transportation costs incurred as a result.
- If the family selects a casket, the family will be responsible for paying the additional transportation costs (extra weight the casket adds) of shipping the casketed remains back to the location of death.
- The family is responsible for paying the selected funeral home for any embalming or other services provided by the funeral home.
- The family is responsible for paying the funeral home for any clothing, dressing, or casketing provided by them.
- Certain funeral homes will not accept personal property. If you select a funeral home that does not accept personal property it will be the responsibility of the next of kin to make arrangements to pick up the property at the State Medical Examiner's Office. Property will NOT be mailed.

If the legal next of kin elects not to use a funeral home and to pick the remains up from our office in Anchorage or have the remains shipped back to the place of death:

- The State Medical Examiner's Office (SMEO) will pay to transport the remains to location of death if we are shipping via common carrier (airlines).
- If the next of kin chooses to designate someone other than a funeral home to pick up the remains, a Burial Transit Permit will be required. A Burial Transit Permit can be obtained thru our office before picking up the remains.
- If the family requests the remains to be shipped to a location other than the location of death, the family is responsible for any additional transportation costs incurred as a result.
- The SMEO does not provide any embalming, dressing, casketing, or cosmetizing of the remains before transportation.
- The remains will be transported back to the location of death in an approved airline shipping container, provided by our office. This container is constructed of plywood with a corrugated cardboard top.
- If the family is picking remains up from our office, they will need to call ahead to schedule an appointment. You may contact the office at our main phone # (907-334-2200). If the family chooses to transport privately, the family will incur the transportation costs as a result.
- Transportation of the remains will be dependent upon the schedule of the SMEO and accommodating airlines.



ANCHORAGE

Alaska Cremation Center

3804 Spenard Road
Anchorage, Alaska 99517
(907) 279-3741

Alaskan Heritage Memorial Chapel & Crematory

440 East Klatt Road, Suite B
Anchorage, Alaska 99515
(907) 336-3338

Anchorage Funeral Home & Crematory

1800 Dare Avenue
Anchorage, Alaska 99515
(907) 345-2244

Cremation Society of Alaska

7217 O'Brien Street
Anchorage, Alaska 99507
(907) 277-2777

Eagle River Funeral Home

11046 Chugiak Drive
Eagle River, Alaska 99577
(907) 696-3741

Evergreen Memorial Chapel

737 E Street
Anchorage, Alaska 99501
(907) 279-5477

Kehl's Legacy Funeral Home

11621 Old Seward Highway
Anchorage, Alaska 99515
(907) 344-1497

Witzleben Legacy Funeral Home

1707 South Bragaw Street
Anchorage, Alaska 99508
(907) 277-1682

FAIRBANKS

Chapel of Chimes Funeral Home

415 Illinois Street
Fairbanks, Alaska 99701
(907) 456-5566

Fairbanks Funeral Home & Crematory

3704 Erickson Avenue
Fairbanks, Alaska 99709
(907) 451-1110

Northern Lights Memorial Park & Mortuary

2318 Yankovich Road
Fairbanks, Alaska 99709
(907) 479-2545

HOMER

Homer Funeral Home & Cremation Service

66615 Diamond Ridge Road
Homer, Alaska 99603
(907) 235-6861

JUNEAU

Alaskan Memorial Park & Mortuary

3839 Riverside Drive
Juneau, Alaska 99801
(907) 789-0611

KENAI

Peninsula Memorial Chapel & Crematory

5839 Kenai Spur Highway
Kenai, Alaska 99611
(907) 283-3333





KETCHIKAN

Ketchikan Roesel Mortuary

525 Deermount Street
Ketchikan, Alaska 99901
(907) 225-4550

KODIAK

Kodiak Mortuary

303 Erskine Avenue
Kodiak, Alaska 99615
(907) 486-3422

NORTH POLE

North Pole Chapel of Chimes Funeral Home

3375 Badger Road
North Pole, Alaska 99705
(907) 488-5525

Fairbanks Funeral Home & Cremation Service, North Pole Chapel

2793 Perimeter Drive
North Pole, Alaska 99705
(907) 488-4446

PALMER

Kehl's Palmer Mortuary

209 South Alaska Street
Palmer, Alaska 99645
(907) 745-3580

Valley Funeral Home & Cremation Service, Palmer Chapel

2020 North Hemmer Road
Palmer, Alaska 99645
(907) 745-5566

SITKA

Prewitt Funeral Home

1004 Halibut Point Road
Sitka, Alaska 99835
(907) 747-7321

SOLDOTNA

Peninsula Memorial Chapel & Cremation Services, Soldotna Chapel

35910 Jawle Street
Soldotna, Alaska 99669
(907) 260-3333

WASILLA

Alaskan Heritage Memorial Chapel & Crematory

1015 South Check
Wasilla, Alaska 99654
(907) 373-3840

Valley Funeral Home & Crematory

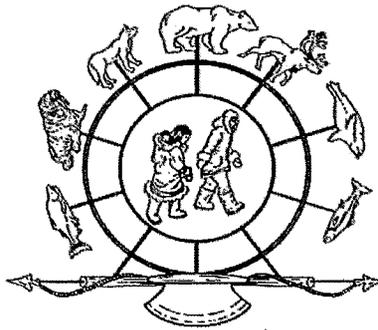
151 East Herning Avenue
Wasilla, Alaska 99654
(907) 373-3344



KAWERAK, INC.

16 CFR Part 453 Funeral Industry Practices

Kawerak Burial Assistance Program



Kawerak General Assistance

§ 444.4

16 CFR Ch. I (1-1-99 Edition)

agreement creating the cosigner's liability for future charges is executed:

NOTICE TO COSIGNER

You are being asked to guarantee this debt. Think carefully before you do. If the borrower doesn't pay the debt, you will have to. Be sure you can afford to pay if you have to, and that you want to accept this responsibility.

You may have to pay up to the full amount of the debt if the borrower does not pay. You may also have to pay late fees or collection costs, which increase this amount.

The creditor can collect this debt from you without first trying to collect from the borrower. The creditor can use the same collection methods against you that can be used against the borrower, such as suing you, garnishing your wages, etc. If this debt is ever in default, that fact may become a part of your credit record.

This notice is not the contract that makes you liable for the debt.

§ 444.4 Late charges.

(a) In connection with collecting a debt arising out of an extension of credit to a consumer in or affecting commerce, as commerce is defined in the Federal Trade Commission Act, it is an unfair act or practice within the meaning of section 5 of that Act for a creditor, directly or indirectly, to levy or collect any delinquency charge on a payment, which payment is otherwise a full payment for the applicable period and is paid on its due date or within an applicable grace period, when the only delinquency is attributable to late fee(s) or delinquency charge(s) assessed on earlier installment(s).

(b) For purposes of this section, collecting a debt means any activity other than the use of judicial process that is intended to bring about or does bring about repayment of all or part of a consumer debt.

§ 444.5 State exemptions.

(a) If, upon application to the Federal Trade Commission by an appropriate State agency, the Federal Trade Commission determines that:

(1) There is a State requirement or prohibition in effect that applies to any transaction to which a provision of this rule applies; and

(2) The State requirement or prohibition affords a level of protection to consumers that is substantially equivalent to, or greater than, the protection afforded by this rule;

Then that provision of the rule will not be in effect in that State to the extent specified by the Federal Trade Commission in its determination, for as long as the State administers and enforces the State requirement or prohibition effectively.

(b) [Reserved]

PART 453—FUNERAL INDUSTRY PRACTICES



Sec.

- 453.1 Definitions.
- 453.2 Price disclosures.
- 453.3 Misrepresentations.
- 453.4 Required purchase of funeral goods or funeral services.
- 453.5 Services provided without prior approval.
- 453.6 Retention of documents.
- 453.7 Comprehension of disclosures.
- 453.8 Declaration of intent.
- 453.9 State exemptions.

AUTHORITY: 15 U.S.C. 57a(a); 15 U.S.C. 46(g); 5 U.S.C. 552.

SOURCE: 59 FR 1611, Jan. 11, 1994, unless otherwise noted.

§ 453.1 Definitions.

(a) Alternative container. An "alternative container" is an unfinished wood box or other non-metal receptacle or enclosure, without ornamentation or a fixed interior lining, which is designed for the encasement of human remains and which is made of fiberboard, pressed-wood, composition materials (with or without an outside covering) or like materials.

(b) Cash advance item. A "cash advance item" is any item of service or merchandise described to a purchaser as a "cash advance," "accommodation," "cash disbursement," or similar term. A cash advance item is also any item obtained from a third party and paid for by the funeral provider on the purchaser's behalf. Cash advance items may include, but are not limited to: cemetery or crematory services; pallbearers; public transportation; clergy honoraria; flowers; musicians or singers; nurses; obituary notices; gratuities and death certificates.

Federal Trade Commission

§ 453.2

(c) *Casket.* A "casket" is a rigid container which is designed for the encasement of human remains and which is usually constructed of wood, metal, fiberglass, plastic, or like material, and ornamented and lined with fabric.

(d) *Commission.* "Commission" refers to the Federal Trade Commission.

(e) *Cremation.* "Cremation" is a heating process which incinerates human remains.

(f) *Crematory.* A "crematory" is any person, partnership or corporation that performs cremation and sells funeral goods.

(g) *Direct cremation.* A "direct cremation" is a disposition of human remains by cremation, without formal viewing, visitation, or ceremony with the body present.

(h) *Funeral goods.* "Funeral goods" are the goods which are sold or offered for sale directly to the public for use in connection with funeral services.

(i) *Funeral provider.* A "funeral provider" is any person, partnership or corporation that sells or offers to sell funeral goods and funeral services to the public.

(j) *Funeral services.* "Funeral services" are any services which may be used to:

(1) Care for and prepare deceased human bodies for burial, cremation or other final disposition; and

(2) arrange, supervise or conduct the funeral ceremony or the final disposition of deceased human bodies.

(k) *Immediate burial.* An "immediate burial" is a disposition of human remains by burial, without formal viewing, visitation, or ceremony with the body present, except for a graveside service.

(l) *Memorial service.* A "memorial service" is a ceremony commemorating the deceased without the body present.

(m) *Funeral ceremony.* A "funeral ceremony" is a service commemorating the deceased with the body present.

(n) *Outer burial container.* An "outer burial container" is any container which is designed for placement in the grave around the casket including, but not limited to, containers commonly known as burial vaults, grave boxes, and grave liners.

(o) *Person.* A "person" is any individual, partnership, corporation, association, government or governmental subdivision or agency, or other entity.

(p) *Services of funeral director and staff.* The "services of funeral director and staff" are the basic services, not to be included in prices of other categories in §453.2(b)(4), that are furnished by a funeral provider in arranging any funeral, such as conducting the arrangements conference, planning the funeral, obtaining necessary permits, and placing obituary notices.

§ 453.2 Price disclosures.

(a) *Unfair or deceptive acts or practices.* In selling or offering to sell funeral goods or funeral services to the public, it is an unfair or deceptive act or practice for a funeral provider to fail to furnish accurate price information disclosing the cost to the purchaser for each of the specific funeral goods and funeral services used in connection with the disposition of deceased human bodies, including at least the price of embalming, transportation of remains, use of facilities, caskets, outer burial containers, immediate burials, or direct cremations, to persons inquiring about the purchase of funerals. Any funeral provider who complies with the preventive requirements in paragraph (b) of this section is not engaged in the unfair or deceptive acts or practices defined here.

(b) *Preventive requirements.* To prevent these unfair or deceptive acts or practices, as well as the unfair or deceptive acts or practices defined in §453.4(b)(1), funeral providers must:

(1) *Telephone price disclosure.* Tell persons who ask by telephone about the funeral provider's offerings or prices any accurate information from the price lists described in paragraphs (b)(2) through (4) of this section and any other readily available information that reasonably answers the question.

(2) *Casket price list.* (i) Give a printed or typewritten price list to people who inquire in person about the offerings or prices of caskets or alternative containers. The funeral provider must offer the list upon beginning discussion of, but in any event before showing caskets. The list must contain at least the

retail prices of all caskets and alternative containers offered which do not require special ordering, enough information to identify each, and the effective date for the price list. In lieu of a written list, other formats, such as notebooks, brochures, or charts may be used if they contain the same information as would the printed or typewritten list, and display it in a clear and conspicuous manner. Provided, however, that funeral providers do not have to make a casket price list available if the funeral providers place on the general price list, specified in paragraph (b)(4) of this section, the information required by this paragraph.

(i) Place on the list, however produced, the name of the funeral provider's place of business and a caption describing the list as a "casket price list."

(3) *Outer burial container price list.* (i) Give a printed or typewritten price list to persons who inquire in person about outer burial container offerings or prices. The funeral provider must offer the list upon beginning discussion of, but in any event before showing the containers. The list must contain at least the retail prices of all outer burial containers offered which do not require special ordering, enough information to identify each container, and the effective date for the prices listed. In lieu of a written list, the funeral provider may use other formats, such as notebooks, brochures, or charts, if they contain the same information as the printed or typewritten list, and display it in a clear and conspicuous manner. Provided, however, that funeral providers do not have to make an outer burial container price list available if the funeral providers place on the general price list, specified in paragraph (b)(4) of this section, the information required by this paragraph.

(ii) Place on the list, however produced, the name of the funeral provider's place of business and a caption describing the list as an "outer burial container price list."

(4) *General price list.* (i)(A) Give a printed or typewritten price list for retention to persons who inquire in person about the funeral goods, funeral services or prices of funeral goods or services offered by the funeral pro-

vider. The funeral provider must give the list upon beginning discussion of any of the following:

(1) The prices of funeral goods or funeral services;

(2) The overall type of funeral service or disposition; or

(3) Specific funeral goods or funeral services offered by the funeral provider.

(B) The requirement in paragraph (b)(4)(i)(A) of this section applies whether the discussion takes place in the funeral home or elsewhere. Provided, however, that when the deceased is removed for transportation to the funeral home, an in-person request at that time for authorization to embalm, required by § 453.5(a)(2), does not, by itself, trigger the requirement to offer the general price list if the provider in seeking prior embalming approval discloses that embalming is not required by law except in certain special cases, if any. Any other discussion during that time about prices or the selection of funeral goods or services triggers the requirement under paragraph (b)(4)(i)(A) of this section to give consumers a general price list.

(C) The list required in paragraph (b)(4)(i)(A) of this section must contain at least the following information:

(1) The name, address, and telephone number of the funeral provider's place of business;

(2) A caption describing the list as a "general price list"; and

(3) The effective date for the price list;

(ii) Include on the price list, in any order, the retail prices (expressed either as the flat fee, or as the price per hour, mile or other unit of computation) and the other information specified below for at least each of the following items, if offered for sale:

(A) Forwarding of remains to another funeral home, together with a list of the services provided for any quoted price;

(B) Receiving remains from another funeral home, together with a list of the services provided for any quoted price;

(C) The price range for the direct cremations offered by the funeral provider, together with:

(1) A separate price for a direct cremation where the purchaser provides the container;

(2) Separate prices for each direct cremation offered including an alternative container; and

(3) A description of the services and container (where applicable), included in each price;

(D) The price range for the immediate burials offered by the funeral provider, together with:

(1) A separate price for an immediate burial where the purchaser provides the casket;

(2) Separate prices for each immediate burial offered including a casket or alternative container; and

(3) A description of the services and container (where applicable) included in that price;

(E) Transfer of remains to funeral home;

(F) Embalming;

(G) Other preparation of the body;

(H) Use of facilities and staff for viewing;

(I) Use of facilities and staff for funeral ceremony;

(J) Use of facilities and staff for memorial service;

(K) Use of equipment and staff for graveside service;

(L) Hearse; and

(M) Limousine.

(iii) Include on the price list, in any order, the following information:

(A) Either of the following:

(1) The price range for the caskets offered by the funeral provider, together with the statement: "A complete price list will be provided at the funeral home."; or

(2) The prices of individual caskets, disclosed in the manner specified by paragraph (b)(2)(i) of this section; and

(B) Either of the following:

(1) The price range for the outer burial containers offered by the funeral provider, together with the statement: "A complete price list will be provided at the funeral home."; or

(2) The prices of individual outer burial containers, disclosed in the manner specified by paragraph (b)(3)(i) of this section; and

(C) Either of the following:

★ → (1) The price for the basic services of funeral director and staff, together

with a list of the principal basic services provided for any quoted price and, if the charge cannot be declined by the purchaser, the statement: "This fee for our basic services will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, immediate burials, and forwarding or receiving remains.)". If the charge cannot be declined by the purchaser, the quoted price shall include all charges for the recovery of unallocated funeral provider overhead, and funeral providers may include in the required disclosure the phrase "and overhead" after the word "services"; or

(2) The following statement: "Please note that a fee of (*specify dollar amount*) for the use of our basic services is included in the price of our caskets. This same fee shall be added to the total cost of your funeral arrangements if you provide the casket. Our services include (*specify*).". The fee shall include all charges for the recovery of unallocated funeral provider overhead, and funeral providers may include in the required disclosure the phrase "and overhead" after the word "services." The statement must be placed on the general price list together with the casket price range, required by paragraph (b)(4)(iii)(A)(1) of this section, or together with the prices of individual caskets, required by (b)(4)(iii)(A)(2) of this section.

(iv) The services fee permitted by § 453.2(b)(4)(iii)(C)(1) or (C)(2) is the only funeral provider fee for services, facilities or unallocated overhead permitted by this part to be non-declinable, unless otherwise required by law.

(5) *Statement of funeral goods and services selected.* (i) Give an itemized written statement for retention to each person who arranges a funeral or other disposition of human remains, at the conclusion of the discussion of arrangements. The statement must list at least the following information:

(A) The funeral goods and funeral services selected by that person and the prices to be paid for each of them;

(B) Specifically itemized cash advance items. (These prices must be given to the extent then known or reasonably ascertainable. If the prices are not known or reasonably ascertainable,

a good faith estimate shall be given and a written statement of the actual charges shall be provided before the final bill is paid.); and

(C) The total cost of the goods and services selected.

(ii) The information required by this paragraph (b)(5) may be included on any contract, statement, or other document which the funeral provider would otherwise provide at the conclusion of discussion of arrangements.

(6) *Other pricing methods.* Funeral providers may give persons any other price information, in any other format, in addition to that required by § 453.2(b)(2), (3), and (4) so long as the statement required by § 453.2(b)(5) is given when required by the rule.

§ 453.3 Misrepresentations.

(a) *Embalming provisions.* (1) *Deceptive acts or practices.* In selling or offering to sell funeral goods or funeral services to the public, it is a deceptive act or practice for a funeral provider to:

→ (i) Represent that state or local law requires that a deceased person be embalmed when such is not the case;

→ (ii) Fail to disclose that embalming is not required by law except in certain special cases, if any.

(2) *Preventive requirements.* To prevent these deceptive acts or practices, as well as the unfair or deceptive acts or practices defined in §§ 453.4(b)(1) and 453.5(2), funeral providers must:

(i) Not represent that a deceased person is required to be embalmed for:

- (A) Direct cremation;
- (B) Immediate burial; or

(C) A closed casket funeral without viewing or visitation when refrigeration is available and when state or local law does not require embalming; and

(ii) Place the following disclosure on the general price list, required by § 453.2(b)(4), in immediate conjunction with the price shown for embalming: "Except in certain special cases, embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements, such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or

immediate burial." The phrase "except in certain special cases" need not be included in this disclosure if state or local law in the area(s) where the provider does business does not require embalming under any circumstances.

(b) *Casket for cremation provisions—(1) Deceptive acts or practices.* In selling or offering to sell funeral goods or funeral services to the public, it is a deceptive act or practice for a funeral provider to:

(i) Represent that state or local law requires a casket for direct cremations;

(ii) Represent that a casket is required for direct cremations.

(2) *Preventive requirements.* To prevent these deceptive acts or practices, as well as the unfair or deceptive acts or practices defined in § 453.4(a)(1), funeral providers must place the following disclosure in immediate conjunction with the price range shown for direct cremations: "If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are (specify containers)." This disclosure only has to be placed on the general price list if the funeral provider arranges direct cremations.

(c) *Outer burial container provisions—*

(1) *Deceptive acts or practices.* In selling or offering to sell funeral goods and funeral services to the public, it is a deceptive act or practice for a funeral provider to:

(i) Represent that state or local laws or regulations, or particular cemeteries, require outer burial containers when such is not the case;

(ii) Fail to disclose to persons arranging funerals that state law does not require the purchase of an outer burial container.

(2) *Preventive requirement.* To prevent these deceptive acts or practices, funeral providers must place the following disclosure on the outer burial container price list, required by § 453.2(b)(3)(i), or, if the prices of outer burial containers are listed on the general price list, required by § 453.2(b)(4), in immediate conjunction with those prices: "In most areas of the country, state or local law does not require that

you buy a container to surround the casket in the grave. However, many cemeteries require that you have such a container so that the grave will not sink in. Either a grave liner or a burial vault will satisfy these requirements." The phrase "in most areas of the country" need not be included in this disclosure if state or local law in the area(s) where the provider does business does not require a container to surround the casket in the grave.

(d) *General provisions on legal and cemetery requirements*—(1) *Deceptive acts or practices*. In selling or offering to sell funeral goods or funeral services to the public, it is a deceptive act or practice for funeral providers to represent that federal, state, or local laws, or particular cemeteries or crematories, require the purchase of any funeral goods or funeral services when such is not the case.

(2) *Preventive requirements*. To prevent these deceptive acts or practices, as well as the deceptive acts or practices identified in §§ 453.3(a)(1), 453.3(b)(1), and 453.3(c)(1), funeral providers must identify and briefly describe in writing on the statement of funeral goods and services selected (required by § 453.2(b)(5)) any legal, cemetery, or crematory requirement which the funeral provider represents to persons as compelling the purchase of funeral goods or funeral services for the funeral which that person is arranging.

(e) *Provisions on preservative and protective value claims*. In selling or offering to sell funeral goods or funeral services to the public, it is a deceptive act or practice for a funeral provider to:

(1) Represent that funeral goods or funeral services will delay the natural decomposition of human remains for a long-term or indefinite time;

(2) Represent that funeral goods have protective features or will protect the body from gravesite substances, when such is not the case.

(f) *Cash advance provisions*—(1) *Deceptive acts or practices*. In selling or offering to sell funeral goods or funeral services to the public, it is a deceptive act or practice for a funeral provider to:

(i) Represent that the price charged for a cash advance item is the same as

the cost to the funeral provider for the item when such is not the case;

(ii) Fail to disclose to persons arranging funerals that the price being charged for a cash advance item is not the same as the cost to the funeral provider for the item when such is the case.

(2) *Preventive requirements*. To prevent these deceptive acts or practices, funeral providers must place the following sentence in the itemized statement of funeral goods and services selected, in immediate conjunction with the list of itemized cash advance items required by § 453.2(b)(5)(i)(B): "We charge you for our services in obtaining: (specify cash advance items)," if the funeral provider makes a charge upon, or receives and retains a rebate, commission or trade or volume discount upon a cash advance item.

§ 453.4 Required purchase of funeral goods or funeral services.

(a) *Casket for cremation provisions*—(1) *Unfair or deceptive acts or practices*. In selling or offering to sell funeral goods or funeral services to the public, it is an unfair or deceptive act or practice for a funeral provider, or a crematory, to require that a casket be purchased for direct cremation.

(2) *Preventive requirement*. To prevent this unfair or deceptive act or practice, funeral providers must make an alternative container available for direct cremations, if they arrange direct cremations.

(b) *Other required purchases of funeral goods or funeral services*—(1) *Unfair or deceptive acts or practices*. In selling or offering to sell funeral goods or funeral services, it is an unfair or deceptive act or practice for a funeral provider to:

(i) Condition the furnishing of any funeral good or funeral service to a person arranging a funeral upon the purchase of any other funeral good or funeral service, except as required by law or as otherwise permitted by this part;

(ii) Charge any fee as a condition to furnishing any funeral goods or funeral services to a person arranging a funeral, other than the fees for: (1) Services of funeral director and staff, permitted by § 453.2(b)(4)(iii)(C); (2) other funeral services and funeral goods selected by the purchaser; and (3) other

§ 453.5

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funeral goods or services required to be purchased, as explained on the itemized statement in accordance with § 453.3(d)(2).

(2) *Preventive requirements.* (i) To prevent these unfair or deceptive acts or practices, funeral providers must:

(A) Place the following disclosure in the general price list, immediately above the prices required by § 453.2(b)(4) (ii) and (iii): "The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected." Provided, however, that if the charge for "services of funeral director and staff" cannot be declined by the purchaser, the statement shall include the sentence: "However, any funeral arrangements you select will include a charge for our basic services" between the second and third sentences of the statement specified above herein. The statement may include the phrase "and overhead" after the word "services" if the fee includes a charge for the recovery of unallocated funeral provider overhead;

(B) Place the following disclosure in the statement of funeral goods and services selected, required by § 453.2(b)(5)(i): "Charges are only for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reasons in writing below."

(ii) A funeral provider shall not violate this section by failing to comply with a request for a combination of goods or services which would be impossible, impractical, or excessively burdensome to provide.

§ 453.5 Services provided without prior approval.

(a) *Unfair or deceptive acts or practices.* In selling or offering to sell funeral goods or funeral services to the public, it is an unfair or deceptive act or practice for any provider to embalm a deceased human body for a fee unless:

(i) State or local law or regulation requires embalming in the particular

circumstances regardless of any funeral choice which the family might make; or

(2) Prior approval for embalming (expressly so described) has been obtained from a family member or other authorized person; or

(3) The funeral provider is unable to contact a family member or other authorized person after exercising due diligence, has no reason to believe the family does not want embalming performed, and obtains subsequent approval for embalming already performed (expressly so described). In seeking approval, the funeral provider must disclose that a fee will be charged if the family selects a funeral which requires embalming, such as a funeral with viewing, and that no fee will be charged if the family selects a service which does not require embalming, such as direct cremation or immediate burial.

(b) *Preventive requirement.* To prevent these unfair or deceptive acts or practices, funeral providers must include on the itemized statement of funeral goods and services selected, required by § 453.2(b)(5), the statement: "If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did not approve if you selected arrangements such as a direct cremation or immediate burial. If we charged for embalming, we will explain why below."

§ 453.6 Retention of documents.

To prevent the unfair or deceptive acts or practices specified in §§ 453.2 and 453.3 of this rule, funeral providers must retain and make available for inspection by Commission officials true and accurate copies of the price lists specified in §§ 453.2(b)(2) through (4), as applicable, for at least one year after the date of their last distribution to customers, and a copy of each statement of funeral goods and services selected, as required by § 453.2(b)(5), for at least one year from the date of the arrangements conference.

§ 453.7 Comprehension of disclosures.

To prevent the unfair or deceptive acts or practices specified in §§ 453.2



Federal Trade Commission

§ 455.1

through 453.5, funeral providers must make all disclosures required by those sections in a clear and conspicuous manner. Providers shall not include in the casket, outer burial container, and general price lists, required by §§ 453.2(b)(2)-(4), any statement or information that alters or contradicts the information required by this part to be included in those lists.

§ 453.8 Declaration of intent.

(a) Except as otherwise provided in § 453.2(a), it is a violation of this rule to engage in any unfair or deceptive acts or practices specified in this rule, or to fail to comply with any of the preventive requirements specified in this rule;

(b) The provisions of this rule are separate and severable from one another. If any provision is determined to be invalid, it is the Commission's intention that the remaining provisions shall continue in effect.

(c) This rule shall not apply to the business of insurance or to acts in the conduct thereof.

§ 453.9 State exemptions.

If, upon application to the Commission by an appropriate state agency, the Commission determines that:

(a) There is a state requirement in effect which applies to any transaction to which this rule applies; and

(b) That state requirement affords an overall level of protection to consumers which is as great as, or greater than, the protection afforded by this rule; then the Commission's rule will not be in effect in that state to the extent specified by the Commission in its determination, for as long as the State administers and enforces effectively the state requirement.

PART 455—USED MOTOR VEHICLE TRADE REGULATION RULE

Sec.

455.1 General duties of a used vehicle dealer; definitions.

455.2 Consumer sales—window form.

455.3 Window form.

455.4 Contrary statements.

455.5 Spanish language sales.

455.6 State exemptions.

455.7 Severability.

AUTHORITY: 88 Stat. 2189, 15 U.S.C. 2309; 38 Stat. 717, as amended 15 U.S.C. 41 et seq.

SOURCE: 49 FR 45725, Nov. 19, 1984, unless otherwise noted.

§ 455.1 General duties of a used vehicle dealer; definitions.

(a) It is a deceptive act or practice for any used vehicle dealer, when that dealer sells or offers for sale a used vehicle in or affecting commerce as *commerce* is defined in the Federal Trade Commission Act:

(1) To misrepresent the mechanical condition of a used vehicle;

(2) To misrepresent the terms of any warranty offered in connection with the sale of a used vehicle; and

(3) To represent that a used vehicle is sold with a warranty when the vehicle is sold without any warranty.

(b) It is an unfair act or practice for any used vehicle dealer, when that dealer sells or offers for sale a used vehicle in or affecting commerce as *commerce* is defined in the Federal Trade Commission Act:

(1) To fail to disclose, prior to sale, that a used vehicle is sold without any warranty; and

(2) To fail to make available, prior to sale, the terms of any written warranty offered in connection with the sale of a used vehicle.

(c) The Commission has adopted this Rule in order to prevent the unfair and deceptive acts or practices defined in paragraphs (a) and (b). It is a violation of this Rule for any used vehicle dealer to fail to comply with the requirements set forth in §§ 455.2 through 455.5 of this part. If a used vehicle dealer complies with the requirements of §§ 455.2 through 455.5 of this part, the dealer does not violate this Rule.

(d) The following definitions shall apply for purposes of this part:

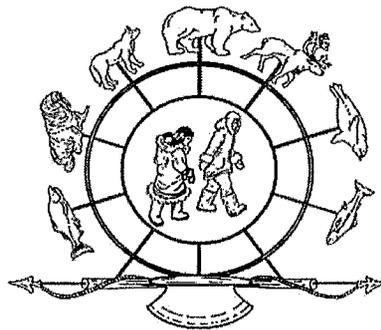
(1) *Vehicle* means any motorized vehicle, other than a motorcycle, with a gross vehicle weight rating (GVWR) of less than 8500 lbs., a curb weight of less than 6,000 lbs., and a frontal area of less than 46 sq. ft.

(2) *Used vehicle* means any vehicle driven more than the limited use necessary in moving or road testing a new vehicle prior to delivery to a consumer, but does not include any vehicle sold only for scrap or parts (title documents

KAWERAK, INC.

Alaska Bureau of Vital Statistics

Kawerak Burial Assistance Program



Kawerak General Assistance

Death Certificates

Alaska Death Certificate Request Form

The Alaska Death Certificate Request Form has been converted into a PDF document requiring Adobe Acrobat Reader 7.0 or higher. If you do not have Adobe Acrobat Reader installed on your computer, download the free software now.

PLEASE READ THESE INSTRUCTIONS CAREFULLY.

Incomplete applications or applications that do not include proper photo identification will be returned unprocessed.

A spouse, parent, child, or sibling of a deceased person may obtain a certified copy of the death certificate. Proof of your relation to the decedent is required when submitting your application. Siblings will need to provide a copy of their birth certificate showing parental relationship to the decedent.

A death certificate can also be furnished to a legal representative or to a person who provides documentation showing the death certificate is needed for the determination of property rights. If you are a legal representative, include a letter stating whom you represent and how you are related to the person named on the record.

Use the full first, middle, and last names as they appear on the certificate when filling out the request form.

We can only process requests for deaths that occurred in Alaska. For deaths that occurred outside of Alaska, requests must be sent directly to the appropriate state.

ALL REQUESTS MUST INCLUDE A COPY OF GOVERNMENT-ISSUED PICTURE ID OF THE PERSON REQUESTING THE DEATH CERTIFICATE. Enlarge the copy and lighten it as much as possible to ensure it is clear and readable when sent to the Bureau, ESPECIALLY IF YOU ARE FAXING YOUR REQUEST. REQUESTS WITH DARK OR UNCLEAR COPIES OF IDs WILL BE RETURNED UNPROCESSED. Your signature under the copied ID is also required.

The following are acceptable for identification purposes:

A driver's license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year

An unexpired U.S. or foreign passport.

U.S. military identification, military dependent identification or veteran's identification.

If you are currently living in Alaska, a BIA or tribal identification card will also be accepted.

If you are unable to provide any of the above-mentioned forms of identification, please contact the Alaska Bureau of Vital Statistics at 907.465.3391 to speak with a customer service representative.

SUBMITTING YOUR REQUEST:

Print and complete the request form and mail it or fax it to our office.

Walk-in service is also available in Anchorage, Fairbanks, or Juneau. Please check our website for office hours and location.

Vital records requests contain confidential information. Therefore, we highly recommend you mail or fax your request. E-mail, although convenient, is not secure and subject to fraud.

Remember to sign your request and enclose the correct fees as well as a copy of picture ID.

Expedited (Rush) requests may only be submitted by fax. Please fax your rush request to 907.465.3618.

If faxing, call the Alaska Bureau of Vital Statistics to confirm receipt at 907.465.3391 Monday-Friday, 8 a.m. - 4 p.m. Alaska time.

PROCESSING TIMES:

Requests sent by regular mail will normally be processed within 2 -3 weeks after receipt by the Bureau.

Expedited (Rush) requests submitted with credit card payment will normally be processed within 3 working days after receipt. Expedited requests must be faxed to our office. Note that there is no overnight express delivery to or from Alaska. Express delivery takes at least two days each way.

Normal processing times can be greater during periods of high volume. Please plan accordingly.

Please allow for mailing time.

FEES:

Alaska charges a search fee for records. Once an order is received and processed, the first \$25 record search fee is not refundable. If you order multiple copies and no record is found, the fees for the extra copies will be refunded.

The first copy of a certificate is \$25.00 and additional copies are \$20 for each copy of the same record ordered at the same time.

Records requiring an Apostille: Death Certificates requiring authentication for a foreign country have additional fees. The additional charge is \$12.00 for the first record, with \$2.00 added for each additional copy of the same record. This includes the \$2.00 fee for the Lt. Governor's office. The country that the record is being sent to must be noted on your request.

All NSF checks will be sent to a collection agency. There will be a \$30.00 charge for returned checks.

Expedited (Rush) service requires an additional \$11.00 fee. Orders may be processed by completing the request form and faxing it to the Bureau of Vital Statistics. Please do not mail expedited requests to our office

Faxed requests require the \$11.00 expedite (rush) fee.

Alaska currently does not accept online orders; however, for your convenience, you can process online requests through an independent company that we have partnered with to provide you this service; VitalChek Network, Inc. VitalChek can be reached through its website, www.vitalchek.com, An additional fee is charged by VitalChek for using this service, and all major credit cards are accepted, including American Express®, Discover®, MasterCard® or Visa®. You will be required to fax identification and the VitalChek authorization form to our office.

CONTACT INFORMATION:

For additional information on obtaining Alaska Vital Records, please contact the Records Processing Unit in Juneau at 907.465.3391.

ALASKA DEATH CERTIFICATE REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY.

Incomplete applications or applications that do not include proper photo identification will be returned unprocessed.

- A spouse, parent, child, or sibling of a deceased person may obtain a certified copy of the death certificate. Proof of your relation to the decedent is required when submitting your application. Siblings will and children of the decedent will have to provide a copy of their birth certificate showing parental relationship to the decedent.
- A death certificate can also be furnished to a legal representative or to a person who provides documentation showing the death certificate is needed for the determination of property rights. If you are a legal representative, include a letter stating whom you represent and how you are related to the person named on the record.
- Use the full first, middle, and last names as they appear on the certificate when filling out the request form.
- We can only process requests for deaths that occurred in Alaska. For deaths that occurred outside of Alaska, requests must be sent directly to the appropriate state.
- **ALL REQUESTS MUST INCLUDE A COPY OF GOVERNMENT-ISSUED PICTURE ID OF THE PERSON REQUESTING THE DEATH CERTIFICATE. Enlarge the copy and lighten it as much as possible to ensure it is clear and readable when sent to the Bureau, ESPECIALLY IF YOU ARE FAXING YOUR REQUEST. REQUESTS WITH DARK OR UNCLEAR COPIES OF IDs WILL BE RETURNED UNPROCESSED. Your signature under the copied ID is also required.**

The following are acceptable for identification purposes:

- A driver's license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year
- An unexpired U.S. or foreign passport.
- U.S. military identification or military dependent identification.
- If you are currently living in Alaska, a BIA or tribal identification card will also be accepted.

If you are unable to provide any of the above-mentioned forms of identification, please contact the Alaska Bureau of Vital Statistics at 907.465.3391 to speak with a customer service representative.

SUBMITTING YOUR REQUEST:

- Print and complete the request form and mail it or fax it to our office.
- Walk-in service is also available in Anchorage, Fairbanks, or Juneau. Please check our web site (www.hss.state.ak.us/dph/bvs/contacts/) for office hours and location.
- Vital records requests contain confidential information. Therefore, we highly recommend you mail or fax your request. E-mail, although convenient, is not secure and subject to fraud.
- Remember to sign your request and enclose the correct fees as well as a copy of picture ID.
- Expedited (Rush) requests may only be submitted by fax. Please fax your rush request to 907.465.3618.
- If faxing, call the Alaska Bureau of Vital Statistics to confirm receipt at 907.465.3391 Monday-Friday, 8 a.m. - 4 p.m. Alaska time.

PROCESSING TIMES:

- Requests sent by regular mail will normally be processed within 2 -3 weeks after receipt by the Bureau.
- Expedited (Rush) requests submitted with credit card payment will normally be processed within 3 working days after receipt. Expedited requests must be faxed to our office. Note that there is no overnight express delivery to or from Alaska. Express delivery takes at least two days each way.
- Normal processing times can be greater during periods of high volume. Please plan accordingly.
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- All NSF checks will be sent to a collection agency. There will be a \$30.00 charge for returned checks.
- Expedited (Rush) service requires an additional \$11.00 fee. Orders may be processed by completing the request form and faxing it to the Bureau of Vital Statistics. Please do not mail expedited requests to our office.
- Faxed requests require an \$11.00 handling fee. All faxed requests receive expedited (rush) processing.
- Orders may also be accepted online at: www.vitalchek.com. You will be required to fax identification and the VitalChek authorization form to our office.

CONTACT INFORMATION:

- For additional information on obtaining Alaska Vital Records, please contact the Records Processing Unit in Juneau at 907.465.3391.

**STATE OF ALASKA
DEATH CERTIFICATE REQUEST FORM**

Reset Form

Print Form

- You may type directly on this form and print it or you may print the form first and then complete it by hand. If you enter the ordering information on this form the fees and shipping charges will automatically be calculated.
- If completed by hand, be sure that all information is printed neatly and is legible.
- **Expedited (Rush) requests must be faxed to 907.465.3618 for processing.** Do not mail expedited requests. Please call 907.465.3391 Monday-Friday, 8 a.m. to 4 p.m. Alaska time, to confirm the receipt of your fax.
- **Faxed requests require an \$11.00 handling fee. All faxed requests receive expedited (rush) processing.**
- Please read the instructions on the previous page. **Incomplete or inaccurate requests or requests that do not include a copy of a government-issued ID with a signature below the ID will be returned unprocessed.**

FULL Name of the Deceased: _____

Date of Death: _____ City or Village of Death: _____

Purpose of the request: _____
(Personal Records, Legal Purposes, Inheritance/Estate Settlement, Govt. Assistance/Benefits, Insurance/Pension, Retirement, etc.)

Your Relationship to the Deceased: _____
(Spouse, parent, child, sibling, legal representative, etc.)

Signature of the Person Requesting the Record: _____ Contact Phone Number: _____

ADDITIONAL HELPFUL SEARCH CRITERIA BUT NOT REQUIRED

FULL Name of the Deceased's Mother before she was first married: _____

FULL Name of the Deceased's Father: _____

Date of Birth of the Deceased: _____

Mail this form with a money order, a check, or credit card information. Checks must be preprinted with your name and address. Please note there is a \$30.00 NSF fee for returned checks. Expedited (Rush) requests must be faxed to 907.465.3618 for processing (Add \$11.00).

Make Checks Payable to:
Bureau of Vital Statistics
P.O. Box 110675
Juneau, AK 99811-0675

Phone: (907) 465-3391
Fax: (907) 465-3618

# Copies	Amount
Death Certificates: \$25 first copy; \$20 each additional copy of the same record ordered at the same time.	_____
Apostille fee (please see instructions for fees)	_____
Country needed for: _____	_____
<input type="radio"/> Faxed Requests* or Expedited (Rush) Service* (Add \$11.00) <small>*Does not include shipping fees.</small>	_____
Ship by: _____	_____
<input type="radio"/> Regular Mail (no additional fee)	_____
<input type="radio"/> Priority Mail (Add \$4.90)	_____
<input type="radio"/> Express Mail (Add \$18.30)	_____
<input type="radio"/> FedEx (No PO Box / Add \$18.50)	_____
(Call our office for shipping rates outside the U.S)	_____
Total	_____

Credit Card Information (When paying by credit card)

Name on credit card: _____

Billing address: _____

Number: _____ Expiration date: _____

Visa MasterCard Discover

Cardholder signature (required): _____

PLEASE ENTER YOUR MAILING ADDRESS BELOW. DO NOT DETACH.

Name: _____

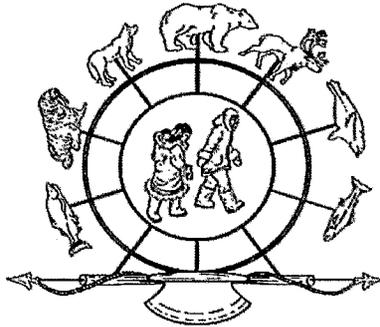
Street: _____

City, State, Zip _____

KAWERAK, INC.

Shipping Information

Kawerak Burial Assistance Program



Kawerak General Assistance

Alaska Air Cargo™

ALASKA AIRLINES & HORIZON AIR

Specific Commodity Rates

Specific Commodity Rates (SCR) are rates applicable to certain class of commodities listed below with a minimum weight of 100 pounds.

SCR Number	Description
0091	Human Remains
0113	Tropical Fish and/or Aquatic Plants
0316	Fishing Bait
0666	Cut Flowers, Nursery Stock and Growing Plants
2199	Foodstuffs, including dairy products, meats, poultry, fruits and vegetables
4903	Newspapers, Magazines and Periodicals and parts thereof, N.E.S.
2300	Alcohol Beverage (for Zone 2 only)

All Rates subject to dimensional weight (except where noted) and minimums.

Transportation charges are based on the greater of the actual gross weight or the cubic dimensional weight of one pound per 194 cubic inches or fraction thereof for domestic shipments and 166 cubic inches or fraction thereof for international shipments. Minimum rate of 100 pounds applied for shipments less than 100 pounds. SCR 0091 is rated per piece.

Rates and destinations effective September 1, 2009 and subject to change without further notice.

† Exceptions to above zone rates
 Between Adak or Dutch Harbor and any destination
 Add \$0.75 per LB charge on tariff for Adak
 Add \$1.50 per LB charge on tariff for DUT

Specific Commodity Rates

All Rates subject to dimensional weight (except where noted) and minimums.

SCR 0091 Human Remains^{1,2,5}

Zone	To	1A	1B	1C	2	3	4	5	6	7	8	9	10	11
From														
1A	Per Piece	\$368	\$368	\$368	\$315	\$420	\$473	\$473	\$525	\$525	\$578	\$473		\$912
1B	Per Piece	\$368	\$368	\$368	\$315	\$420	\$473	\$473	\$525	\$525	\$578	\$473		\$912
1C	Per Piece	\$368	\$368	\$368	\$315	\$420	\$473	\$473	\$525	\$525	\$578	\$473		\$912
2	Per Piece	\$315	\$315	\$315	\$221	\$273	\$331	\$331	\$441	\$441	\$494	\$357	\$840	\$770
3	Per Piece	\$420	\$420	\$420	\$273	\$221	\$273	\$273	\$331	\$420	\$494	\$305	\$788	\$616
4	Per Piece	\$473	\$473	\$473	\$389	\$273	\$221	\$221	\$221	\$341	\$420	\$221	\$683	\$653
5	Per Piece	\$473	\$473	\$473	\$389	\$273	\$221	\$221	\$221	\$341	\$420	\$221	\$683	\$653
6	Per Piece	\$525	\$525	\$525	\$441	\$389	\$221	\$221	\$221	\$341	\$420	\$247	\$630	\$611
7	Per Piece	\$525	\$525	\$525	\$441	\$420	\$263	\$263	\$263			\$315	\$683	\$689
8	Per Piece	\$578	\$578	\$578	\$494	\$473	\$315	\$315	\$315			\$389	\$735	\$912
9	Per Piece	\$630	\$630	\$630	\$525	\$394	\$315	\$315	\$315	\$494	\$551		\$630	\$653
10	Per Piece	\$630	\$630	\$630	\$604	\$473	\$368	\$368	\$315			\$394		
11	Per Piece	\$912	\$912	\$912	\$770	\$616	\$653	\$653	\$611	\$689	\$912	\$653		

SCR 0113 Tropical Fish and/or Aquatic Plants

Zone	To	1	2	3	4	5	6	7	8	9	10
From											
4	Minimum 100 lb		\$66 \$0.66	\$61 \$0.61	\$40 \$0.34	\$40 \$0.37	\$40 \$0.34	\$53 \$0.53	\$63 \$0.63	\$40 \$0.34	
5	Minimum 100 lb		\$66 \$0.66	\$61 \$0.61	\$40 \$0.34	\$40 \$0.37	\$40 \$0.34	\$53 \$0.53	\$63 \$0.63	\$40 \$0.34	
6	Minimum 100 lb		\$71 \$0.71	\$80 \$0.80	\$40 \$0.34	\$40 \$0.37	\$40 \$0.34	\$53 \$0.53	\$63 \$0.63	\$40 \$0.38	
8	Minimum 100 lb		\$81 \$0.81	\$70 \$0.70	\$44 \$0.44					\$47 \$0.47	
10	Minimum 100 lb				\$41 \$0.41		\$40 \$0.36				

SCR 0316 Fishing Bait³

Zone	To	1	2	3	4	5	6	7	8	9	10
From											
4	Minimum 100 lb		\$49 \$0.49	\$50 \$0.50	\$40 \$0.28	\$40 \$0.28	\$40 \$0.28	\$40 \$0.37	\$42 \$0.42	\$40 \$0.25	
5	Minimum 100 lb		\$49 \$0.49	\$50 \$0.50	\$40 \$0.28	\$40 \$0.28	\$40 \$0.28	\$40 \$0.37	\$42 \$0.42	\$40 \$0.25	
6	Minimum 100 lb				\$40 \$0.28	\$40 \$0.28	\$40 \$0.28	\$40 \$0.37	\$42 \$0.42	\$40 \$0.28	
8	Minimum 100 lb		\$68 \$0.68	\$63 \$0.63	\$42 \$0.42		\$42 \$0.42				
9	Minimum 100 lb				\$42 \$0.42		\$42 \$0.42				

SCR 0666 Cut Flowers, Nursery Stock and Growing Plants⁴

Zone	To	1	2	3	4	5	6	7	8	9	10
From											
4	Minimum 100 lb	\$96 \$0.96	\$70 \$0.70	\$57 \$0.57	\$40 \$0.28	\$40 \$0.30	\$40 \$0.28	\$42 \$0.42	\$47 \$0.47	\$40 \$0.28	
5	Minimum 100 lb	\$96 \$0.96	\$70 \$0.70	\$57 \$0.57	\$40 \$0.30	\$40 \$0.28	\$40 \$0.30	\$47 \$0.47	\$50 \$0.50	\$40 \$0.28	
6	Minimum 100 lb	\$111 \$1.11	\$71 \$0.71	\$71 \$0.71	\$40 \$0.28	\$40 \$0.30	\$40 \$0.30	\$42 \$0.42	\$47 \$0.47	\$40 \$0.28	
7	Minimum 100 lb	\$163 \$1.63	\$75 \$0.75	\$75 \$0.75	\$40 \$0.37	\$40 \$0.39	\$40 \$0.32		\$62 \$0.62	\$40 \$0.39	
8	Minimum 100 lb				\$44 \$0.44	\$50 \$0.50	\$47 \$0.47	\$50 \$0.50			
9	Minimum 100 lb		\$131 \$1.31		\$40 \$0.36		\$47 \$0.47	\$58 \$0.58	\$74 \$0.74		
10	Minimum 100 lb				\$51 \$0.51		\$40 \$0.34				

¹ Priority Service, Advanced Booking is Required.

² Cremated remains only on Horizon Air.

³ Not for Human Consumption.

⁴ Zone 10 Mazatlan and Puerto Vallarta on scheduled non-stop and direct only.

⁵ Infant remains and cremated remains are rated at 70% less than SCR0091.

Specific Commodity Rates

All Rates subject to dimensional weight (except where noted) and minimums.

SCR 2199

Foodstuffs, (including eggs), including dairy products, meats, poultry, fruits and vegetables ^{6, 7, 8, 9}

Zone	To	1	2	3	4	5	6	7	8	9	10
From											
2	Minimum 100 lb 500 lb						\$49 \$0.49 \$0.48				
4	Minimum 100 lb 500 lb 1000 lb				\$40 \$0.27	\$40 \$0.27 \$0.25	\$40 \$0.27 \$0.25	\$40 \$0.37 \$0.29	\$47 \$0.47 \$0.41	\$40 \$0.27 \$0.27	
5	Minimum 100 lb				\$40 \$0.27	\$40 \$0.27	\$40 \$0.27	\$40 \$0.37	\$47 \$0.47	\$40 \$0.27	
6	Minimum 100 lb 500 lb 1000 lb				\$40 \$0.27 \$0.27 \$0.25	\$40 \$0.31 \$0.29	\$40 \$0.27 \$0.25	\$40 \$0.37	\$47 \$0.47	\$40 \$0.28 \$0.28 \$0.27	
7	Minimum 100 lb				\$40 \$0.32	\$40 \$0.37	\$40 \$0.37			\$40 \$0.37	
9	Minimum 100 lb 1000 lb				\$40 \$0.32 \$0.31		\$40 \$0.36 \$0.35	\$59 \$0.59 \$0.50	\$75 \$0.75 \$0.66		
8	Minimum 100 lb				\$40 \$0.34	\$40 \$0.39	\$40 \$0.39			\$40 \$0.40	
10	Minimum 220 lb				\$40 \$0.36		\$40 \$0.34				
MZT/ PVR	Minimum 220 lb 660 lb				\$40 \$0.36 \$0.34		\$40 \$0.25 \$0.23			\$40 \$0.36	

SCR 4903

Newspapers, Magazines and Periodicals and parts thereof, N.E.S.

Zone	To	1	2	3	4	5	6	7	8	9	10
From											
2	Minimum 100 lb	\$40 \$0.39	\$40 \$0.28	\$40 \$0.39	\$41 \$0.41						
3	Minimum 100 lb			\$40 \$0.25	\$40 \$0.33						
4	Minimum 100 lb	\$58 \$0.58	\$51 \$0.51	\$40 \$0.38	\$40 \$0.26						
5	Minimum 100 lb	\$58 \$0.58	\$51 \$0.51	\$40 \$0.38	\$40 \$0.26	\$40 \$0.26	\$40 \$0.37	\$40 \$0.38	\$47 \$0.47		
6	Minimum 100 lb	\$85 \$0.85	\$80 \$0.80	\$64 \$0.64	\$40 \$0.26	\$40 \$0.26	\$40 \$0.26	\$40 \$0.38	\$47 \$0.47	\$40 \$0.30	\$40 \$0.37
9	Minimum 100 lb		\$97 \$0.97	\$97 \$0.97	\$40 \$0.40	\$40 \$0.40	\$45 \$0.45	\$64 \$0.64	\$72 \$0.72		\$79 \$0.79

SCR 2300

Alcoholic Beverages

Zone	To	1	2	3	4	5	6	7	8	9	10
From											
2	Minimum 100 lb	\$45 \$0.45									

⁶ Zone 10 Mazatlan and Puerto Vallarta on scheduled non-stop and direct only

⁷ For human consumption only

⁸ Non-alcoholic beverages only

⁹ Seafood must use SCR 0300 & Priority Service Level

Cities and Zones

Locate your origin and destination cities and then use the applicable rate chart to determine rate or charge from point of origin to final destination.

ZONE 1A

Prudhoe Bay SCC
Barrow BRW

ZONE 1B

Kotzebue OTZ
Nome OME

ZONE 1C

Bethel BET
Dillingham‡ DLG
King Salmon‡ AKN
Kodiak ADQ
Dutch Harbor† DUT
Adak† ADK

ZONE 2

Anchorage ANC
Fairbanks FAI

ZONE 3

Cordova CDV
Gustavus‡ GST
Juneau JNU
Ketchikan KTN
Petersburg PSG
Sitka SIT
Wrangell WRG
Yakutat YAK

ZONE 4*

Portland PDX
Seattle SEA

ZONE 5*

Bellingham BLI
Billings BIL
Boise BOI
Bozeman BZN
Eugene EUG
Great Falls GTF
Helena HLN
Kalispell FCA
Lewiston LWS
Medford MFR
Missoula MSO
Pasco PSC
Pullman PUW
Redmond RDM
Spokane GEG
Sun Valley SUN
Walla Walla ALW
Wenatchee EAT
Yakima YKM

ZONE 6*

Burbank BUR
Fresno FAT
Las Vegas LAS
Los Angeles LAX
Long Beach LGB
Oakland OAK
Ontario ONT
Phoenix PHX
Palm Springs PSP
Reno RNO
San Diego SAN
Santa Barbara SBA
San Francisco SFO
San Jose SJC
Sacramento SMF
Orange County SNA
Tucson TUS

ZONE 7

Austin AUS
Chicago ORD
Dallas/Ft. Worth DFW
Denver DEN
Houston IAH
Minneapolis MSP
St. Louis STL

ZONE 8

Atlanta ATL
Boston BOS
Miami MIA
Newark EWR
Orlando MCO
Washington DCA

International

ZONE 9

Vancouver YVR

ZONE 10

Guadalajara GDL
Ixtapa/Zihuatenejo ZIH
Los Cabos SJD
Mazatlan MZT
Puerto Vallarta PVR

ZONE 11

Honolulu HNL
Maui OGG
Kona KOA
Lih'u'e LIH

† ADAK AND DUTCH HARBOR SUBJECT TO REMOTE LOCATION CHARGES.

‡ DILLINGHAM, GUSTAVUS AND KING SALMON SEASONAL SERVICE ONLY.

* MAXIMUM PIECE WEIGHT ON HORIZON AIR RESTRICTED TO 100 OR 150 POUNDS, DEPENDING ON LOCATION. VISIT ALASKACARGO.COM FOR DETAILS. CITIES SERVED EXCLUSIVELY BY HORIZON AIR INCLUDE: ACV, ALW, BIL, BLI, BZN, EAT, EUG, FAT, FCA, GTF, HLN, LWS, MFR, MSO, PSC, PUW, RDD, RDM, RNO, SBA, SUN, YKM

Cargo Service Center
1-800-225-2752

Rates**Northern Air Cargo Nome 443-5035**

The formula to calculate total charges is weight x /lb. rate x current fuel surcharge x tax = total

For example: a 72 lb. widget from Anchorage to Bethel would be charged as follows;

$$\begin{aligned} 72 \text{ lb.} \times .74 \text{ (rate)} &= \$53.28 \\ \$53.28 \times 12\% \text{ (fuel)} &= \$59.67 \\ \$59.67 \times 6.25\% \text{ (tax)} &= \$63.40 \text{ total charges} \end{aligned}$$

Effective Date: **January 01, 2010**

Anchorage To:		Min Chg	1 LB Rate	500 Rate	1000 Rate	5000 Rate
Aniak	GEN	\$50.00	0.77	0.74	0.72	0.70
Barrow	GEN	\$50.00	0.94	0.91	0.89	0.87
Bethel	GEN	\$50.00	0.79	0.76	0.74	0.72
Deadhorse	GEN	\$50.00	0.97	0.95	0.92	0.90
Dillingham	GEN	\$50.00	0.77	0.74	0.72	0.70
Fairbanks	GEN	\$50.00	0.30	0.30	0.30	0.30
King Salmon	GEN	\$50.00	0.77	0.74	0.72	0.70
Kodiak	GEN	\$50.00	0.66	0.64	0.62	0.59
Kotzebue	GEN	\$50.00	0.86	0.83	0.81	0.79
McGrath	GEN	\$50.00	0.74	0.72	0.70	0.67
Nome	GEN	\$50.00	0.86	0.83	0.81	0.79
St. Marys	GEN	\$50.00	0.84	0.81	0.79	0.77
Unalakleet	GEN	\$50.00	0.85	0.82	0.80	0.78

Minimum charge will apply. Rates are subject to change without prior notice. Priority shipments are 160% of tariff. Federal Transportation Tax and Fuel Surcharge applies. Exception rates may apply.

Backhaul Rate

Backhaul rate is .29/pound + fuel + tax from all NAC hub destinations

Exception Rates

Exception rates are used on extra bulky items or shipments that generally require specialized handling. The exception percentage is applied to the general freight rates. This becomes the rate used to calculate transportation charges. The actual weight of the shipment is used. Exception rates apply out of Anchorage and Fairbanks only. Freight travels on a space available basis. Human remains, live animals, live plants and flowers will be moved on the next scheduled flight (requires prior notification).

* Dimensional weight may apply to some items not listed.

120%

4-Wheelers/6-Wheelers.

130%

Snowmachines, Oversized ATV's (Rhinos-Rangers-Argos, etc.)

140%

Appliances, Household Furniture, Cabinets, Live Animals, Sleds, Coolers, Vending Machines, Duct Work, Auto Body Parts, Insulation Bags, Plants, PVC Pipe 20 ft & over, Motorcycles, ATV trailers (assembled).

200%

Arctic Pipe, Thermo Probes, Culvert Pipe, Doors (Framed Uncrated), Windows (Framed Uncrated), Showers, Trusses, Tubs, Refrigeration Units, Insulation by Sheets, Telephone Poles, 3 and 4 Bladed Aircraft Propellers

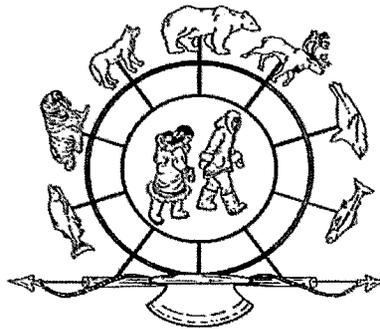
300%

Truck Bed Liners, Canopies, Truck Beds and Cabs, Tanks, Empty Drums, Jacuzzi/Hot Tubs, Satellite Dishes, Canoes & Kayaks, Porta-Pottys

KAWERAK, INC.

Burial Applications

Kawerak Burial Assistance Program



Kawerak General Assistance

Kawerak, Inc

Burial Assistance Application

1. Complete the State of Alaska Public Assistance General Relief Assistance (GRA) Cremation/Burial Application (attached)

Turn in to the Public Assistance Office - Nome with all documents required and follow up by attending appointment

2. Complete the Kawerak Burial Assistance Application

Turn in to the General Assistance Office with all required documents

- Tribal enrollment of deceased
- Proof of residency
- All income information (including spouse/girlfriend/boyfriend), check stubs & bank statements (income eligibility requirements)
- Proof of death (Note from Hospital/clinic or State Troopers/Police will be good)
- Verification you have applied for other assistance.
- Release of information on behalf of the deceased

Kawerak Burial Assistance is a last resort program. It is not a supplemental program. If you have or are going to receive other assistance for the burial, you may not qualify.

If you have been approved with the State of Alaska Public Assistance GRA, then you will not qualify for Kawerak Burial Assistance.

Note: Kawerak Burial Assistance is for the purchase of a casket and possible help with the transportation of the casket. If the deceased is at the Medical Examiner's Office, then it is not necessary to contact a funeral home. The Medical Examiner can ship directly back to the place of death. Funeral Homes charge a removal fee that the family may be responsible for. Also the deceased does not have to be embalmed to ship back home.

Nome Eskimo Community Members: Contact 443-2246 for tribal assistance.

Gambell Tribal Members: Contact IRA at 985-5346 for tribal assistance.



STATE OF ALASKA
 DEPARTMENT OF HEALTH & SOCIAL SERVICES
 DIVISION OF PUBLIC ASSISTANCE

**GENERAL RELIEF ASSISTANCE
 CREMATION/BURIAL APPLICATION**

FOR OFFICE USE ONLY	
DATE STAMP	
CASE NUMBER	DATE REC'D BY FEE AGENT

CAREFULLY READ AND COMPLETE ALL QUESTIONS. All questions must be completed before your application can be processed. If a question does not apply to your situation write "N/A". If you do not know or do not understand the question, write "don't know" and your eligibility worker or fee agent can help you complete the question.

APPLICANT HOUSEHOLD INFORMATION

NAME OF THE DECEASED (First, Middle, Last)	BIRTHDATE	DATE OF DEATH	SOCIAL SECURITY NUMBER
ADDRESS OF LAST RESIDENCE	CITY	STATE	ZIP CODE
LIST ALL PERSONS LIVING WITH THE DECEASED AT TIME OF DEATH	RELATIONSHIP TO DECEASED	BIRTHDATE	SOCIAL SECURITY NUMBER
NAME OF APPLICANT (First, Middle, Last)	RELATIONSHIP TO DECEASED	SOCIAL SECURITY NUMBER	
MAILING ADDRESS (Street or P.O. Box)	CITY	STATE	ZIP CODE
STREET ADDRESS (if different from above)		TELEPHONE	

I am applying for General Relief burial assistance because I cannot afford to pay for the burial of the deceased from my own resources.

SIGNATURE	DATE
-----------	------

- Mark the box for services requested: Cremation Burial
- Was the deceased:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	a. A veteran? If yes, give veterans' number
<input type="checkbox"/>	<input type="checkbox"/>	b. Married? If yes, name of surviving spouse
<input type="checkbox"/>	<input type="checkbox"/>	c. Transported to place of death by the Department of Health & Social Services?
- Did you support or claim the deceased as a dependent?
- Does the deceased have a prepaid funeral or cemetery plan?
- Does the deceased have a life insurance policy? If yes, who is the beneficiary
- Place requested for burial of the deceased (town or village): _____
- Name of mortuary being used: _____ Location: _____

HOUSEHOLD INCOME AND RESOURCES

I. NON-WORK INCOME SOURCES. If more room is needed, add on last page under "Additional Information".

List all non-work income of the deceased, and of all relatives who lived with the deceased at the time of death.

TYPE OF PAYMENT	WHO RECEIVED IT?	AMOUNT OF PAYMENT	HOW OFTEN RECEIVED?
Social Security	1.		
	2.		
Supplemental Security Income	1.		
	2.		
Veterans' Benefits	1.		
	2.		
Unemployment Insurance	1.		
	2.		
ANCSA Dividend Payment	1.		
	2.		
State Checks for Adult Public Assistance	1.		
	2.		
Retirement/Pension	1.		
	2.		
Temporary Assistance	1.		
	2.		
Child Support/Alimony	1.		
	2.		
Payments from roomers or boarders	1.		
	2.		
Money from friends or relatives (not loans)	1.		
	2.		
Interest or dividends from savings, stocks, etc.	1.		
	2.		
Other (specify): Longevity Bonus, Permanent Fund Dividend, etc.	1.		
	2.		

II. INCOME FROM WORK AS AN EMPLOYEE. If more room is needed add on last page under "Additional Information".

List all income from work as an employee received by relatives living with the deceased and include income the deceased may have received in the month of death. If anyone has more than one job, list each separately. Do not include anyone who is self-employed.

1. PERSON EMPLOYED		NAME OF EMPLOYER	
EMPLOYER'S PHONE NUMBER		HOW OFTEN PAID	
GROSS PAY (Per Check) \$		NET PAY (Per Check) \$	
LIST ANY NON-MANDATORY PAYROLL DEDUCTIONS			
MONTHLY INCOME FROM TIPS	HOURLY PAY RATE (If applicable) \$	HOURS WORKED EACH DAY	DAYS WORKED EACH WEEK
2. PERSON EMPLOYED		NAME OF EMPLOYER	
EMPLOYER'S PHONE NUMBER		HOW OFTEN PAID	
GROSS PAY (Per Check) \$		NET PAY (Per Check) \$	
LIST ANY NON-MANDATORY PAYROLL DEDUCTIONS			
MONTHLY INCOME FROM TIPS	HOURLY PAY RATE (If applicable) \$	HOURS WORKED EACH DAY	DAYS WORKED EACH WEEK

II. SELF-EMPLOYMENT INCOME

List names of anyone in the household who is self-employed (babysitting, trapping, fishing, sewing, running own business).

What do you anticipate this month's income from self-employment will be? Gross \$ _____ Net \$ _____

Note: Last year's tax forms, and proof of current work-related costs and income from self-employment **must** be provided.

IV. RESOURCES

List total amounts of money any members of the household (including the deceased) have:

Cash on hand \$ _____ Stocks and bonds \$ _____

YES NO

Does anyone in the household (including the deceased) have or share a checking or savings account, or have money in a bank, savings and loan, or credit union?

If yes, complete the following:

TYPE OF ACCOUNT	ACCOUNT NUMBER	NAME(S) ON ACCOUNT
1.		
2.		
3.		

YES NO

Does anyone in the household (including the deceased and applicant) own any real estate?

If yes, provide information on the value and use of the property _____

Does anyone in the household (including the deceased) own or make payments on any cars, trucks, boats, campers, motorcycles, snowmachines, or other vehicles?

TYPE OF VEHICLE	MODEL	MAKE	YEAR	AMOUNT OWED	ESTIMATED VALUE
1.					
2.					
3.					
4.					
5.					

AGREEMENT

I certify that I have checked the information on this application carefully and that it is a true and complete statement of facts according to my best knowledge and belief.

I understand that it is against the law to make false statements and that I am subject to prosecution if I do. I further understand that some or all statements on this application may be subject to investigation by the Division of Public Assistance.

I agree to notify the Division of Public Assistance within 10 days if I become aware of additional information pertaining to, but incorrectly stated or omitted on this application.

I understand the Division of Public Assistance may place a claim against the estate of the deceased, not to exceed the payment amount for services requested with this application.

I understand the above and I agree to provide any documents necessary to prove my eligibility for assistance. If documents are not available, I agree to provide the name(s) of persons or organizations the Division of Public Assistance may contact to obtain the necessary proof. I also authorize the Alaska Department of Labor to release to the Division of Public Assistance information about any eligibility for Unemployment Compensation benefits or wage credits.

SIGNATURE _____ DATE _____

WITNESS SIGNATURE IF SIGNED WITH AN X _____

KAWERAK, INC.

WELFARE ASSISTANCE PROGRAM

BURIAL ASSISTANCE APPLICATION

Kawerak Burial Assistance (BU) Program is an income based, last resort assistance program. BU offers basic BIA funeral and burial assistance. These services include *(up to a \$2,500 limit): preparation & embalming; provision for a cloth-covered casket with at least 4 handles & a padded & lined interior; one chapel service at vendor's place of business; use of a hearse, use of other facilities & equipment for burial or cremation; if the casket and cross are going to be made, supplies may be purchased in your local community with staff approval.* The family will be notified the determination, and if approved, a vendor payment to the mortuary/funeral home will be made appropriately. The family is responsible for taking care of all arrangements with the mortuary/funeral home and with the State Medical Examiners office if appropriate. If the deceased was receiving APA, ATAP or SSI, they must first apply first for General Relief Burial Assistance (GRA) through the State of Alaska, Public Assistance office at 1.800.478.2236 or 443.2237.

Eligibility criteria:

- Be in a federally recognized tribe, Alaska Native or American Indian;
- Reside in the Bering Straits Region for the last consecutive 6 months; and
- Income eligible, not have enough resources to meet the essential needs.

Documents required:

- A complete, signed Burial Application by family member;
- Tribal enrollment verification or BIA certification for the deceased;
- Proof of Bering Straits Region residency;
- Verification of all income for deceased, spouse, boyfriend/girlfriend;
- Proof from Hospital/Village Clinic of incident and date of death.
- Verification that you have applied for other assistance; and
- Release of information on behalf of the deceased

The maximum payment for basic funeral and burial services shall not exceed \$2,500.00 for each deceased person. Applications will be accepted from the surviving spouse or a relative responsible for making funeral home arrangements. If any person or organization pays for a more expensive burial than the minimum provided by this program for the deceased, authorization will not be made. Reasonable transportation costs will be considered in addition to the burial cost on a case by case basis. If the family requests assistance for a funeral feast or potlatch, a maximum of \$400.00 may be authorized, which is not an addition to the \$2,500.00 (i.e. if the \$400 is provided for a funeral feast then the remaining \$2,100 can be provided for the funeral cost). Burial Assistance funds do not cover the cost of transporting relatives to and from the community to attend the funeral.

Kawerak Burial Assistance Programs are not automatic and are not an entitlement; you must apply for the assistance and provide all necessary documentation including income & tribal verification. Burial applications are processed immediately upon receipt of all required information. A release of information is required by Kawerak to contact other agencies for information.

DECEASED INFORMATION

Deceased Name: _____ Date _____
 (Last) (First) (MI)
 Maiden Name: _____ Nick Name: _____
 Social Security #: _____ - _____ - _____ Date of Birth: ____/____/____ Gender: Male Female
 Mailing Address: _____
 (P.O. Box) (City) (State) (Zip Code)
 Home Phone: (____) _____ - _____ Message Phone: (____) _____ - _____
 Veteran? No Yes, date of discharge: ____/____/____ Date of death: _____

APPLICANT INFORMATION

Your Name: _____ Relationship to Deceased: _____
 (Last) (First) (MI)
 Maiden Name: _____ Nick Name: _____
 Your Social Security Number: _____ - _____ - _____ Your Date of Birth: ____/____/____
 Your Present Mailing Address: _____
 (Street Address or P.O. Box) (City) (State) (Zip Code)
 Home Phone: _____ Work/Message Phone: _____ Email: _____

Deceased household information: List all persons currently living in the deceased household (example: deceased/spouse, boyfriend/girlfriend, children, grandparents, aunts/uncles, etc.).

Full Legal Name	Relationship	DOB	SSN	Marital Status	Tribe
	deceased				

BURIAL INFORMATION

Is another person or organization paying for any portion of this burial with money or resources other than that of the deceased? No Yes
 If yes, by whom? Name: _____ Amount: \$ _____
 Expected date of funeral: _____ Place of funeral: _____
 Name of Mortuary/Funeral Home: _____
 Funeral Home Contact Person: _____ Phone #: _____
 Was the deceased medevaced by the hospital/clinic? No Yes- If yes, provide hospital/case manager contact info: Name: _____ Phone: _____

FAMILY INCOME AND AVAILABLE FUNDS

List all sources of income that the deceased received during the last 30 days and current available funds. If you are on ATAP or other cash programs or you were denied or your case was closed, please list the dates and reasons. Verification of all income for deceased includes: spouse, boyfriend/girlfriend.

Source of Income	Deceased	Significant other	Comments
Wages, net salary (attach pay stubs)	\$	\$	
Tips or gratuities	\$	\$	
ATAP, TANF, ASAP, GA	\$	\$	
Child support and alimony	\$	\$	
Social Security (SSA)	\$	\$	
Supplemental Security Income (SSI)	\$	\$	
Cash-out of retirement or pension plan	\$	\$	
Alaska Longevity Bonus	\$	\$	
Unemployment insurance benefits	\$	\$	
Worker's Compensation	\$	\$	
Bank account (current balances)	\$	\$	
Other income (specify)	\$	\$	
Total Income for Last 30 Days	\$	\$	

Donations received for funeral:	\$	From:
	\$	From:

READ BEFORE SIGNING - I am applying for financial assistance for burial assistance. I have received a copy of, have had explained to us, and understand the provisions of Federal Law governing fraud. Kawerak GA is authorized to obtain information necessary to establish eligibility for assistance. Applications that are incomplete will be kept for 30 days. If all information needed is not received within that time period, your application will be denied.

 Family Member #1, Signature Date

 Printed Name

OFFICE USE ONLY			
Date application received	Date of death	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Burial Standard: \$ 2,500 (Maximum)
Comments/Notes:		Voucher #	Funeral Feast \$ (\$400 max)
			Total Burial \$ (\$2,500 max)
			Transportation \$
Staff Name (printed)	Staff Signature	Date Approved/Denied	

AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize the release of information requested by the Kawerak Inc., Welfare Assistance Program on behalf of _____ SSN: _____ who is deceased.

The requested information shall be used solely in the administration of General Assistance and will not be released to any other person or agency outside the Welfare Assistance Program or its agents. I hereby authorize the Kawerak, Inc. to obtain and exchange information on behalf of _____ to participate in Kawerak programs. This release of information shall be in effect while an applicant or recipient of Welfare Assistance, and for any later investigation pertaining to my eligibility and receipt of Welfare Assistance benefits.

Persons or organizations that may be contacted include, but are not limited to: NSHC, Funeral Homes, Medical Examiners office, Department of Law, the Department of Public Safety, the Department of Fish & Game, the Department of Labor, the Department of Military Affairs, Alaska State Housing Authority, Social Security Administration, local and tribal governments, public assistance program contractors and grantees, health care providers, tax assessors, financial institutions, Native corporations, stock brokerage firms, landlords, employers, school authorities, private individuals and all departments and programs within and administered by the Kawerak, Inc.

A REPRODUCTION OF THIS RELEASE IS AS VALID AS THE ORIGINAL

Applicant Signature

Signature of Witness if signed with an 'X'

Printed Name of Applicant

Printed Name of Witness

Social Security Number

Date

Date

NOTICE ABOUT YOUR RIGHTS

CIVIL RIGHTS

The Civil Rights Act of 1974 states "No person in the United States, on the ground of race, color, or national origin, shall be excluded from participation or be denied the benefits of federal assistance." If you feel you have been discriminated against, you may file a complaint with Kawerak, Inc. or with the United States Department of Health and Human Services.

FAIR HEARING

Kawerak Welfare Assistance Policies – Appeals Section 6.

§ 5.1 Persons who may appeal. Any individual who has applied for services and been denied, or who claims that the level of service provided was not in compliance with the Kawerak Welfare Assistance policies and procedures or in violation of federal law, may appeal by following the fair hearing process below.

§ 5.2 Fair hearing process. When a client requests a fair hearing, the request must be in writing, signed by the client and submitted to the GA Program Director within 20 days of the action. If the GA Program Director is unable to resolve the situation, the hearing request will be forwarded to Kawerak's EET Vice President for attention and disposition. If the client is dissatisfied with the EET Vice Presidents decision, then (s) he can appeal the decision to Kawerak's President and Board of Directors, which at its discretion may hear the appeal as a full Board of delegate the matter to a Board committee.

Kawerak is available to assist you if you request a hearing. At the hearing you may represent yourself. You may also be represented by legal counsel (e.g. – Alaska Legal Services Corporation or another person of your choice). Kawerak will not provide transportation to and from your hearing.

NOTIFICATION TO APPLICANT

The Federal law concerning fraud states... "Whoever in any matter within the jurisdiction of any department or agency of the United States, knowingly and willingly falsifies, conceals or covers up by any trick, scheme or device a material fact, or makes any false fictitious or fraudulent statements or representations or makes or uses any false writing or documents, knowing the same to contain any false, fictitious or fraudulent statement or entry shall be fined not more than \$10,000.00 or imprisoned not more than five years or both."

Under the Privacy Act, 5 U.S.C. 552(a), Section 7(a)(1)(2), the WA Program cannot give out the information you give the caseworker with the exception of other Federal, State, Tribal Offices and other programs who have some responsibility for providing the welfare services for which your are applying. The information can also be given to those agencies when you ask them for a job or for some other benefit, and for law enforcement purposes. This can be done without your written consent. For any other person or program wanting information from your case record file, you must first give your written consent. You have a right to know what information is inaccurate, ask your caseworker about how to change the information in the case record.

Paperwork Reduction Act of 1995 S.244 This section of this chapter are to minimize the paperwork burden for individuals, small businesses, educational and nonprofit institutions, federal contractors, State, local and tribal governments and other persons resulting from the collection of information by or for the federal government. Kawerak has this act available and attached to this application. I understand and have read or explained to me the provision of my protection under the Paperwork Reduction Act and the privacy act.

Applicant #1, Signature

Date

Applicant #2, Signature

Date

Printed Name

Printed Name

Social Security Number

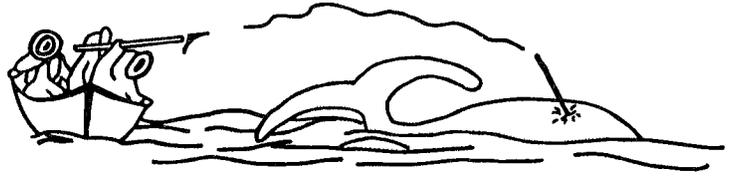
Date of Birth

Social Security Number

Date of Birth



NOME ESKIMO COMMUNITY
 P.O. BOX 1090
 NOME, ALASKA 99762
 PHONE (907) 443-2246
 FAX (907) 443-3539



BURIAL ASSISTANCE REQUEST

****The deceased must have resided in the Nome Service Area for the last 6 months of his/her life****
 If the deceased was a minor child, please provide the income of all household members

Name of Deceased: _____ Social Security #: _____

Date of Birth: _____ Date of Death: _____ Tribe: _____

Name of Next of Kin: _____ Relationship to Deceased: _____

Address: _____

Home Phone #: _____ Work Phone #: _____

Did the decease have income from any sources? Yes No
 If yes, please list sources on income and amounts below.

*****Applicant MUST provide verification of ALL income reported & received*****

SOURCE OF INCOME	AMOUNT
Salary #1: Deceased's Income/Salary	\$
Salary #2: Spouse's Income/Salary	\$
Adult Public Assistance	\$
Social Security	\$
Disability Insurance	\$
Pension or Retirement	\$
State Longevity	\$
Medicare or Medicaid	\$
Veterans Benefit	\$
Donation	\$
Other	\$
TOTAL RESOURCE INCOME	\$

Please note:

NEC Burial Assistance Program cannot pay for funeral services in excess of \$2,500.00. If another party pays for any portion of these funeral expenses, NEC cannot supplement any cost. If the body is transported from Nome by court order for autopsy or other purposes, the agency in charge of these arrangements will pay the transportation cost back to Nome for burial.

Have the funeral arrangements been made? Yes No

Name and address of Funeral Home

Funeral home Director

Funeral home phone number

Please read before signing:

My signature attests that the information provided by me is a true representation of the circumstances. By signing this application, I hereby give NEC WA Program permission to verify all information needed to make an eligibility determination for burial assistance on behalf of the deceased.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

DO NOT WRITE BELOW THIS LINE

****FOR OFFICAL USE ONLY****

Date of Death: _____ Date Application received: _____

Burial Assistance Payment Standard (Not to exceed\$2500.00)	\$2,500.00
Subtract ALL Income Resources	\$
TOTAL ADJUSTED NEED =	\$
Subtract Total Burial Cost =	\$
Remaining Funds =	\$
Subtract Funeral Feast (Not to exceed \$400.00)	\$
TOTAL BURIAL ASSISTANCE PAYMENT =	\$

Please note:

If a family requests assistance for the funeral feast, up to \$400.00 may be provided. The \$400.00 is not in addition to the payment standard of \$2,500.00.

Decision of Application: Approved Denied Date: _____

Comments/notes: _____

Caseworkers Signature: _____ Date _____

