



## Policy: Funeral Arrangements for Children in Out-of-Home Care or Under Protective Supervision

**ChildNet Number: CN 003.029**

**Original Approved Date: June 2, 2003**

**Policy Revised Date(s): March 19, 2007; December 17, 2009; May 20, 2010,  
March, 28, 2014; March 11, 2015**

**Policy Sunset Date:**

**COA Standard(s): RPM 2.03**

### Statement of Policy

It is the policy of ChildNet to facilitate the provision of culturally appropriate funeral arrangements for children and young adults who expire while in out-of-home care or under ChildNet's supervision. ChildNet exhausts all efforts to secure funeral arrangements at no cost or at a reduced fee when it is determined that there is a lack of resources for funerals costs and related expenses. This policy sets forth the procedure for securing funeral arrangements and applies to all staff providing case management services.

**Board Chair's Signature:**

**Date:**

03-27-15



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**COA Standard(s): RPM 2.03**

### **Statement of Procedure**

In order to ensure the provision of funeral arrangements where existing resources are not available to pay for the funeral and final expenses of a child who expires while in ChildNet's or its designees care, the following procedures are performed consistent with, but not limited to the application of the provisions of Florida Administrative Code Chapter 65C-30.020 and CFOP 175-70.

### **Definitions:**

1. "Child" means any unmarried person under the age of 18 years who has not been emancipated by order of the court and who has been found to be dependent and in the Department's custody or designee. This includes children in shelter status who have not yet been adjudicated.
2. "Young Adults" means an individual who has attained 18 years of age but who has not attained 21 years of age (or 22, if disabled), who is in Extended Foster Care, and/or an individual who has attained 18 years of age but who has not attained 23 years of age, who is in the Road to Independence programs, including Postsecondary Education Services and Support and Aftercare.

### **Procedure**

1. The Dependency Case Manager (DCM) or Dependency Case Manager Supervisor (DCMS) immediately notifies the biological parents, their Director/Manager, responsible Program Officer and the Executive Director or designee in the event of the death of a child or young adult who is in out-of-home care or under ChildNet's supervision. DCM is to follow all reporting procedures as outlined in CN 013.006 Incident Report Identification & Response.
2. The DCM and DCMS make a preliminary determination as to whether the family has the resources to pay for the funeral expenses as soon as possible.
3. To aid in making this determination, the DCM and DCMS consider the reported financial resources of the family, funds being held in trust for the decedent child, and any other available resources.



4. Immediately upon determining whether the family has the available resources, the DCM and DCMS contact their Program Officer and provide the information gathered and an initial determination.
5. If the Director/Manager determines that the parents do not have the necessary financial resources, he or she contacts the appropriate officials with the Florida Cemetery, Cremation, and Funeral Association (FCCFA) office in Tallahassee to request the arrangement of funeral services. The FCCFA does not directly provide funding for the service or burial of a child or young adult. The contact number for the FCCFA is 800-226-3332 during normal business hours. If contact is necessary after hours or between 5:00 pm Friday through 8:30 am Monday, the contact number is 850- 294-9382 or (954) 270-4041.
6. The FCCFA will send the FCCFA Foster Child Program Form to the respective regional Family and Community Services Director. Upon referral, the FCCFA contacts a local funeral director who will provide all necessary services for the funeral and burial or cremation at no cost to ChildNet and set the date and time for the funeral service. This includes arranging for the release and transport of the remains.
7. The defers first to the wishes of the biological parents or family, if known, to communicate pertinent details to make arrangements. If there are no biological parents or relatives, the DCM then defers to the wishes of the foster family, if one exists and makes its preferences known.
8. The DCM assumes the role of the family concerning the provision of clothing and similar matters if there are no willing biological family members or foster parents available to do so.
9. In situations where the DCM is unaware of and unable to ascertain the religious affiliation of the biological parents, the religious affiliation of the foster parents may be used in the selection of clergy. If there are no foster parents, a secular ceremony should be performed.
10. Family participation in such activities as providing clothing, scheduling of services, and provision of clergy will be coordinated with the local funeral director through the regional Director or designee.
11. If at any time a dispute arises between family members, foster parents or others regarding any matters concerning the funeral arrangements or expenses, the Program Officer of the department or designee is notified immediately and addresses all further communication concerning such details until further notification.

**President's Signature:**



**Date:**

09-06-22