

Series: Operating Procedures **COA:** CFOP: 175-70
Procedure Name: Funeral Arrangements for Children in Foster Care
Procedure Number: OP-1070
Revision #/Date: (1) 08/01/08
Effective Date: 04/15/05

Applicable to: All CBCB Staff and Contract Providers

SUBJECT: Funeral Arrangements for Children in Foster Care

PURPOSE: To establish guidelines for the provision of funeral arrangements at no or reduced cost to the department or CBC of Brevard for children who die while in the CBC of Brevard's custody or in the care of its designee, in all cases where existing resources are not available to pay for funerals and final expenses.

PROCEDURE:

Definitions:

Child: 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 is in CBC of Brevard's custody or in the care of its designee.

Designee: a person, contractual provider or other agency or entity named by CBC of Brevard.

Intent

The intent of this operating procedure is to ensure culturally appropriate funeral arrangements are made and carried out for children who die while in the custody of CBC of Brevard or the care of its designee and who do not have family members, a client welfare trust fund, or other resources to pay the cost of funeral and burial arrangements

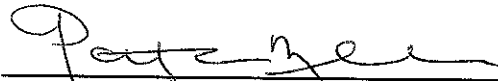
Process

- a. Any time a child dies who is in custody of CBC of Brevard or the care of its designee, the biological parents shall be immediately notified of the death by the child's care manager or the supervisor.
- b. The care manager or supervisor shall determine whether the family has the resources to pay for the funeral expenses as soon as possible. Immediately upon determining whether the family has the resources, the CBC of Brevard Care Center Manager will be contacted and provided with this information. The Care Center Manager with the assistance of the Director of Operations – Quality and Fidelity will coordinate services.

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- c. If the parents do not have the necessary financial resources, the Care Center Manager shall call the Florida Funeral Directors Association office in Tallahassee at (800) 226-3332 during normal working hours. The point of contact is Lee Ann Bradley.
- d. The Florida Funeral Directors Association has agreed to contact a local funeral director who will provide all necessary services for the funeral and burial or cremation at no or reduced cost to the department and will set the date and time for the funeral service. 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 Care Center Manager. If the religious affiliation of the biological parents is unknown and cannot be reasonably determined, the religious affiliation of the foster parents may be used in the selection of clergy.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 11/4/05