



County of Onondaga
Veterans Service Agency

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J. Ryan McMahon, II
County Executive

Anne-Marie Mancilla
Director

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Dear Colleagues,

I hope this letter finds you well. Though I have worked with many of you over my last eight years with the county, I would like to introduce myself as the newly appointed Director of the Veterans' Service Agency. This letter is offering guidance on our procedures in regards to the Indigent Burial Program as well as At-Need and Pre-Need Burials at Onondaga County Veterans Memorial Cemetery.

Enclosed you will find our updated Indigent Burial Application, which can also be located at our website (<http://ongov.net/veterans/>). Please use this application, effective immediately.

Also enclosed is a copy of the letter that we send to our veterans and families who request an application for burial in Onondaga County Veteran Memorial Cemetery. It includes the county's definition of a veteran. Please refer to this definition when assisting a veteran and/or family with burial applications. Please know that we are always available for any questions that you may have.

Indigent Burial Program Procedures

Indigent Burial Program - The Indigent Burial Program is designed to provide a dignified burial for veterans and their eligible dependents that are not financially able and have no resources to pay for internment at the time of death. Payment will be made directly to the funeral home.

Eligibility - Eligibility is based on the military status of the veteran, marital status of a deceased spouse and available resources of the decedent and the responsible parties' willingness to pay for funeral expenses.

Applying for Veteran Indigent Burial Program - The Applicant may apply for assistance by completing our application located at the VSA website (<http://ongov.net/veterans/>). Applications can also be made available at funeral homes. We ask that applicants work with the funeral home to complete the application. If additional assistance is needed call (315) 435-3219. Applications can be faxed to 315-435-3221 or scanned and e-mailed to cyntheiameili@ongov.net.

Eligibility Determination - Onondaga County Veterans' Service Agency must be provided with a completed, signed application before we are able to determine eligibility. Failure to provide all necessary documentation will delay our decision. The VSA requires a copy of the veteran's military service record at the time of application. If this is not available, it is the responsibility of the applicant to locate and provide this document. Military discharges may be requested from National Personnel at (<https://www.archives.gov>) .The VSA will remain a continued resource in this process. An application will be denied if it is submitted after funeral services have already been performed.

Required Documentation to accompany the application:

- Military Discharge
- Marriage license, or proof of dependence if applicable
- Bank statements of decedent and/or responsible party from the prior 30 days
- Copies of life insurance policies
- Copies of deeds to real property
- Documentation of any funds available to cover the burial expenses

Please note, for Indigent Veterans only, VA Form 21P-530 Application for Burial Benefits will be completed and submitted by The Veterans' Service Agency. The Department of Veterans Affairs may make automatic reimbursement payments to eligible survivors of veterans. Any automatic reimbursements made from the VA directly to survivors who have received Indigent Burial Assistance must be surrendered to the VSA.

REIMBURSEMENT - Pursuant to Onondaga County Resolution 031 (2/2/2016), the following payments shall be made to the funeral director:

Adult Burial \$2220.00

Adult Cremation, includes the crematory fee \$2220.00

Child Burial (Birth to 7 Years) \$1275.00

Stillborn Child \$500.00

Anatomical Donations \$1495.00

Concrete Chest \$750.00

Oversized based on the additional actual costs incurred for the non-protective concrete chest an amount not to exceed \$500

Caskets Clothing \$75.00

To ensure timely payment from the VSA, we must receive the following items:

- Final itemized bill signed by the responsible party with annotation that it was an Indigent Burial and Onondaga County Veteran Service Agency Paid the final bill.
- Copy of death certificate with an (x) in the upper right corner filed with Onondaga County Vital Statistics.

The following are parties legally responsible for payment of funeral expenses:

- The decedent's estate
- The spouse of the decedent
- The Parent of the minor
- Parties who are fiscal agents (guardians, trustees, representative payees) are responsible for applying the decedent's resources to the payment of funeral expenses.

If the responsible parties do not have income or resources sufficient to cover funeral costs, they may be eligible for indigent burial assistance. The application is generally denied if the decedent or applicant has more income and/or assets than is being requested from the VSA to pay for burial services. The application is generally denied if the decedent has a life insurance policy and the beneficiary of that policy is a responsible party of the decedent, and the value of the policy is greater than The VSA being requested to pay for the funeral services.

OVERVIEW OF INDIGENT BURIAL APPLICATION PROCESS - Onondaga County Veterans' Service Agency will receive a completed VSA Indigent application with all required supporting documentation attached. Once we receive all required documentation, we will review and make a determination. The VSA understands the time sensitive need for a response; however our decision depends on the complexity of the application and the receipt of all necessary documents. The funeral home and/or applicant will be notified of our decision once rendered.

PRE-NEED/AT-NEED BURIALS AT ONONDAGA COUNTY VETERANS

MEMORIAL CEMETERY - Applications for pre-need or at-need burial can be found at our website (<http://ongov.net/veterans/>), or by calling (315) 435-3219. Applications will be considered once the Veterans' Service Agency has received all required documentation needed to secure a burial plot.

Pursuant to Local Law No. 01-2019 that went into effect May 1, 2019, there is no charge for burial in the Onondaga County Veteran Memorial Cemetery for eligible veterans, spouses and dependents.

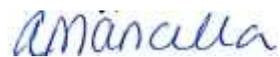
Pre-need applicants will receive a letter once the application has been approved. At-need applicants are added to our cemetery database upon approval, allowing funeral homes to schedule burial with the Onondaga County Parks Department.

All completed VA Form 40-1330 Claim For Standard Government Headstone Or Marker for burial in Onondaga County Veterans Memorial Cemetery should be forwarded to the VSA for proper tracking and to ensure all burial sites are properly marked.

In closing, it is truly a privilege to work with you to honor our veterans and their families. We are available to discuss any concerns and answer any questions.

Sincerely,

Anne-Marie Mancilla



Director