



## Assistance with Paying for Funeral Expenses

## Burial Assistance

HRA's Office of Burial Services (OBS) can provide financial assistance to help you meet the funeral expenses for a deceased low-income New York City resident. This can apply to either funeral expenses that have already been paid, or pre-approval for the cost of a planned funeral.

## What Can Be Covered

OBS can pay up to \$1,700 towards the cost of a funeral bill for a decedent's final disposition (which includes burial, cremation or burying of cremation ashes) to the deceased person's relative, friend, Organizational Friend or authorized representative.

In the event that the funeral bill exceeds the \$3,400 cap, the cost of the burial plot, grave opening, or cremation will be deducted from the total bill and where the remaining bill is less than \$3,400 a burial allowance will be approved.

## Eligibility

A burial allowance may be available to pay for the funeral of a low-income New Yorker without resources or assets available to cover the cost.

To determine eligibility, an application must be submitted and OBS will assess the individual circumstances of each case.

## To Apply

The applicant who is responsible for the funeral arrangements or his/her representative must file an application within **one hundred-twenty (120) days** from the date of the deceased person's death with the Office of Burial Services.

You can get the Burial Allowance application (form M-860W) online by going to <http://nyc.gov/hra> and clicking on 'I Need Help' and 'Burial Assistance', or request an application by calling the Office of Burial Services. The application information can be directly entered on the form available on the website.

## You Can Submit Your Application:

### Email

The application can be emailed to [BurialServices@hra.nyc.gov](mailto:BurialServices@hra.nyc.gov)

### Telephone

Call **718-557-1399** if you need a copy of the application and we will mail or email you an application. If you need assistance with completing the on-line application, give us a call.

### In-Person or by Mail

NYC HRA Office of Burial Services  
33-28 Northern Blvd. - 3rd Floor  
Long Island City, NY 11101.  
Call **718-557-1399** for hours of operation.

### Fax

The application can be faxed to **917-639-0476**

## Supporting documentation

OBS will accept a photo or scanned image of a document via email but may require a hard copy if the image or photo is not legible. Below is a list of the general documentation needed to begin processing the burial allowance application. OBS may request additional documents to determine eligibility based upon the facts and circumstances of each case.

- A Burial Allowance Application Form M-860W completed and signed by the applicant or authorized representative. See application for details.
- One original certified copy of the Death Certificate (it will be returned to the applicant).
- A copy of the Funeral Contract also known as the Statement of Goods and Services Selected. The contract must be signed by the Funeral Director and by the person that made the funeral arrangements.
- A copy of the cemetery or crematory bill, itemizing all charges.
- Original itemized funeral bill signed by the Funeral Director and notarized in the presence of a Notary Public or Commissioner of Deeds. The funeral bill must be stamped "Paid-in-Full" if the charges have been paid and the applicant is seeking reimbursement.
- Original fully completed Funeral Director's Affidavit forms signed by the Funeral Director and notarized in the presence of a Notary Public or Commissioner of Deeds, if there is money still owed to the funeral establishment.

## Payments

In the case of reimbursement to an individual, to receive a payment you will need a form of identification to verify the name and address of the person receiving the payment from HRA. For payments to an Organizational Friend, funeral home or funeral services provider a W-9 will be required. OBS can assist you with requesting the W-9 information.