Human Resources Administration
Department of Social Services

Instructions to Complete the Application for Burial Allowance M-860w

Burial Claim Number

Once the Office of Burial Services (OBS) receives the completed application, a Burial Claim Number will be assigned and OBS will enter the number at the top of the form.

Today's Date

Sections A and B

Please complete all the information concerning the person who died (referred to as the decedent in the application). It is important that you provide as many details about the decedent to show their age, date of death, residence, marital and dependent and veteran's status.

If you are unable to provide identifying information for the decedent, we may be able to assist. If a death certificate has already been issued, it can be used to provide some identifying information for the decedent.

Section C

In order to determine whether or not the decedent had financial resources to pay towards the funeral expenses, provide to the best of your ability details about the decedent's finances, employment and receipt of public benefits. If you are unable to provide this information, we may be able to assist.

Sections D and E

If the decedent had a will or an estate or an action pending in Surrogate or Probate court, the contact information for the person responsible for those matters should be provided. Our office may ask them to contribute or reimburse burial costs if they are handling the decedent's property.

Any property or cash that is owned and available at the decedent's time of death must be used to pay for the final disposition (which includes burial, cremation and burying of cremation ashes). In some cases, accessing the property requires going to court. Please tell us and we can assist you with an appropriate referral.

In section E, please list all decedent assets or personal property information.

(Turn page)

Section F

As the applicant you do not have to provide your financial information unless you are a legally responsible relative defined in the next section. Provide your information and identify your relationship to the decedent.

Section F requests basic information about you and your relationship to the decedent. Additional information may be requested.

Section G

The Legally Responsible Relative (LRR) is a person who is legally married to the decedent or is the parent or legal guardian of a decedent who is under the age of 21 twenty-one. The LRR had to live in the same household with the decedent at the time of death. The LRR is responsible for paying for the decedent's final disposition.

If the LRR cannot pay the funeral bill, the LRR has to provide proof that they lack financial resources.

Section H

Please provide the details about the cost of the final disposition (including burial, cremation or burying of cremation ashes). Please provide a copy of any bill or invoice that you have received.

Completing the Application

At the end of the application, the applicant will sign and date the application.

If the applicant chooses to have someone apply on their behalf, the applicant will have to write a statement authorizing the person to complete the application. The statement should include the date, the applicant's name, address, telephone and email address and state that the person they have chosen has the authority to complete and submit the application. An OBS staff member will contact the applicant to verify the information. The authorized representative will have to sign the application in front of a Notary Public or Commissioner of Deeds.