

KLAGETOH CHAPTER

BURIAL ASSISTANCE

PLAN



KLAGETOH CHAPTER
Unit 42 HC 58 Box 90
Ganado Arizona, 86505
Telephone: (928)652-2700/2704
Fax: (928)652-2701
Email: klagetoh@navajochapters.org

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MAILING: Unit 42 HC58 Box 90
Ganado, AZ 86505

PHYSICAL: US HWY 191 Mile Post 397
Klagetoh, AZ 86505



PHONE: 928.652.2700 **FAX:** 928.652.2701 **EMAIL:** klagetoh@navajochapters.org

PRESIDENT: LAVERNE JOE

VICE PRESIDENT: LEON JACKSON

SECRETARY/TREASURER: MAUREEN WOODMAN

GRAZING OFFICER: ALLAN TAPAHA

COUNCIL DELEGATE: ARBIN MITCHELL

COMMUNITY SERVICE COORDINATOR: CLARENCE CHEE

ACCOUNTS MAINTENANCE SPECIALIST: VACANT

BURIAL ASSISTANCE REQUEST FORM

Make Check Payable to: ☐ Applicant ☐ Mortuary

APPLICANT INFORMATION

Name: _____ Phone Number: _____
Mailing Address: _____
Location of Home: _____

DECEASED INFORMATION

Last Name: _____ First Name: _____ M.I.: _____
Date of Birth: _____ Date of Death: _____ Date of Burial: _____

FAMILY INFORMATION

Name of Parents and/or Spouse: _____
Name of Surviving Children: _____

MORTUARY INFORMATION

Name of Vendor: _____
Phone No.: _____ Fax No.: _____ Email: _____
Mailing Address: _____
Street Address: _____

APPLICANT SIGNATURE

Applicant Signature: _____ Date: _____

CHAPTER ACKNOWLEDGEMENT

Received By: _____ Date: _____ Time: _____

ATTACHMENTS: ☐ Burial Assistance Request Form ☐ Form W-9 (if applicable)
☐ Mortuary Expenditure ☐ Death Certificate

APPROVE

DISAPPROVE



Community Service Coordinator

Date

Check No.: _____ Check Date: _____ Amount: _____

Check Released To: _____ Date: _____

Klagetoh Chapter Administration

Burial Assistance Plan

I. Establishment

The Klagetoh Chapter Burial Assistance Plan is hereby established to provide guidance and assistance to chapter administration, chapter officials, community members, and Navajo Nation employees for the purposes of issuing financial assistance for burial expenses.

II. Purpose and Objective

a. Purpose:

Provide guidance and assistance to chapter administration for the purposes of managing and processing burial assistance applications submitted for recently deceased community members.

b. Objective:

The Klagetoh Chapter Administration shall develop and implement policies and procedures for managing and processing burial assistance applications.

III. Background

Under resolution number KLA-964-04-2004, an amendment was approved to provide burial assistance to the members of the Klagetoh Community and their families. Assistance will be provided in the amount of \$100.00 from the General Ledger account #6722 (Financial Assistance – Burials) under Fund #01 – Chapter Activities General Fund.

Voter Registration Records may be used for verification in the event that the deceased individual or the family are not immediately known by the chapter administration or officials.

IV. Authorities, Duties, and Responsibilities

The Klagetoh Chapter Administration is responsible for the overall operation and administration of the Burial Assistance Plan. They shall have the following responsibilities:

- a. Develop and maintain overall administrative policies and procedures for the Burial Assistance Plan.
- b. Ensure that policies and procedures are in compliance with the established guidelines, rules and regulations, and requirements set forth by the funding sources and the Navajo Nation government.
- c. Provide and arrange the appropriate staff training.
- d. Initiate and recommend policies and resolutions to the chapter for action and community approval.
- e. Shall co-sign all chapter checks.
- f. Shall be the custodian of all official books, records, documents, and funds pertaining to the Burial Assistance Plan.

V. Procedures

- 1. Submit a completed and signed Burial Assistance Request Form to Klagetoh Chapter Administration.
- 2. Submit a copy of the estimated funeral expenses provided by the Funeral Home or Mortuary (Mortuary Expenditure).
- 3. The Burial Assistance Request Form along with the Mortuary Expenditure will be reviewed by the community service coordinator for approval.
- 4. The check will be issued to either the family or the mortuary as specified on the Burial Assistance Request Form. IRS Form W-9 must be completed and signed if the check is to be issued directly to the family.
- 5. Submit a copy of the Death Certificate upon receipt to Klagetoh Chapter.

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PRESIDENT: Laverne Joe	VICE PRESIDENT: Jason Jackson	SECRETARY/TREASURER: Mal Reen Woodman	GRAZING OFFICER: Allan Tapanah
COUNCIL DELEGATE: Arlene Mitchell	COMMUNITY SERVICE COORDINATOR: Clarence Jones	ACCOUNTS MAINTENANCE SPECIALIST: Valentin	

RESOLUTION OF THE KLAGETOH CHAPTER

KLA-2277-2/2024

Requesting and approving an amendment to resolution KLA-964-01-2004 to increase the Funeral/Burial Assistance from \$100.00 to \$150.00

WHEREAS:

1. The Klagetoh Chapter is a certified chapter of the Navajo Nation as granted by the Navajo Nation CAP-34-98, Section 4028, and is a delegated government and vested with the authority to plan and implement issues and concerns in the interest of the community according to the Navajo Nation Laws, Federal and local agencies' rules and regulations; and
2. The Klagetoh Chapter, pursuant to 26 NNC (B) (1) (2) section 103 (B), is delegated certain authorities and responsibilities to local matters consistent with the Navajo Laws, and
3. The Klagetoh Chapter Community is amending resolution KLA-964-01-2004 to increase the amount provided for Funeral/ Burial Assistance from \$100.00 to \$150.00 due to nationwide inflation.
4. The Klagetoh Chapter Administration and Officials will continue to assist the Klagetoh community members and their families. Voter registration records will be used in the event that the requesting family is not immediately known to chapter administration/officials.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Klagetoh Chapter has considered and approved the request to increase the amount provided for Funeral/Burial Assistance from \$100.00 to \$150.00.

CERTIFICATION

I, hereby certify that the foregoing resolution was considered by the **KLAGETOH CHAPTER** at a duly called meeting at **KLAGETOH CHAPTER**, Navajo Nation (Arizona) at which a quorum was present and that the same was passed by a vote of 19 in favor, 01 opposed, 07 abstained, this **18th day of February 2024**.

Motioned by: Ella Shirley

Seconded by: Samuel Joe



Laverne Joe, Chapter President