

SSCC Process on Funeral/Burial Procedures and Invoicing

When a child/youth dies while in substitute care please follow CPS Policy:

[6491 Immediate Notification Requirements When a Child Dies](#)

[6492 Making Funeral Arrangements](#)

[6492.1 Inquire about Children's Funds](#)

[6492.2 Involve Biological Parents](#)

[6492.3 Involve Foster Parents and Other Significant Individuals](#)

[6492.4 Involve Community Partners](#)

[6492.5 Access CPS Funding](#)

[8512 Funeral and Burial Services for Children in DFPS Conservatorship \(\\$4,500 max per policy\)](#)

[8512.1 DFPS Funding for Services](#)

[8512.2 Purchasing and Payment of Services](#)

SSCC uses the DFPS burial funding to cover the allowable expenses after applying contributions provided by the parents and community partners. Contributions from parents and community partners may be used for floral arrangements, police escort, limousine transportation, or catering depending on their preferences but must not be included in the funeral home contract/agreement.

Required Forms:

- [Form 4116 Purchase Voucher](#) must be signed by funeral home representative and SSCC designated staff. Funeral home can contact the Regional CBC CAM for help in filling out this form.
 - Only include the items that DFPS is paying for in box #20 Description of Good and Services.
 - Funeral home representative signature authority will need to sign next to the X (above box #24), including phone number. Print name and phone number in #24
 - SSCC authorized staff must sign the first line in box #26 include phone number and date.
- [Form AP-152 Application for Texas Identification Number](#)
- [74-176 Direct Deposit Authorization](#)

Email all completed documents to the Regional CBC CAM