

STAFF ASSISTANCE

CTSI staff supportive assistance is available during the funeral planning process.

Plot Location*:

Robert Kennta
(541) 444-8244
robertk@ctsi.nsn.us

Grave-site Prep*:

Public Works
(541) 444-8289
publicworks@ctsi.nsn.us

Honor Guard & Veterans:

Tony Molina
(541) 444-8330
tonym@ctsi.nsn.us

Community Center:

Heidi Lussier
(541) 444-8367
heidil@ctsi.nsn.us

Dance House:

Culture Department
(541) 444-8208

Potluck:

Anita Bailor
(541) 444-8220
anitab@ctsi.nsn.us

Tribal Casket:

Angela Ramirez
(800) 922-1399 ext. 1258
(541) 444-8258
angelar@ctsi.nsn.us

If there is other assistance not listed you are in need of, please contact the Enrollment Staff.

FOR BURIAL AT PAUL WASHINGTON CEMETERY*



Confederated Tribes of Siletz Indians of Oregon

Enrollment Department

201 SE Swan Ave.

P.O. Box 549

Siletz, OR 97380

Enrollment Officer:

Angela Ramirez

Toll Free: (800) 922-1399 ext. 1258

Direct: (541) 444-8258

Fax: (541) 444-8296

E-mail: angelar@ctsi.nsn.us

Web-Site: www.ctsi.nsn.us

All Enrollment Forms are available on the Tribal web-site. Go to "Government Listings" in the upper left corner of the home page then scroll down to "Enrollment".

The Enrollment page has all the forms you need to keep your Enrollment file updated.



Siletz Tribal Member Death Benefit Guide



FREQUENTLY ASKED QUESTIONS BY THE TRIBAL MEMBER & THEIR GUARDIAN

WHAT IS THE PURPOSE OF THE DESIGNATION OF DEATH BENEFIT BENEFICIARY FORM?

- The Tribe provides coverage for up to \$6,000 for funeral and burial costs at this time. The funeral and burial costs will be provided regardless if the *Designation of Death Benefit Beneficiary* form is on file or not.
- There is a \$1,000 benefit that is paid directly to the designated Death Benefit Beneficiary that is not used for the funeral and burial costs. **There is no “default beneficiary” such as a spouse if married or parents if it is a minor child that should pass.** The form is used for the Tribal member or their guardian to designate the person they want to receive the Death Benefit beneficiary amount. **Anyone over the age of 18**, (Tribal member or non-tribal) family member or not, can be listed as the Death Benefit Beneficiary.
- It is **suggested to list at least two beneficiaries** as most people travel with the person named as beneficiary #1 and may be involved in an accident together.
- To name more than three (3) beneficiaries, attach an additional paper listing #4 through however many additional names you want.
- This Form can be updated with the Enrollment Department as often as needed; both for designation of the Death Benefit Beneficiary and contact information. **The form is REQUIRED to be notarized to ensure the Tribal member/their guardian completed the form.**
- Upon receiving notice of the passing of a Tribal member the staff will contact the first named Beneficiary listed on the most recently completed Form.
- Per the Tribal Confidentiality Policy, Tribal Staff cannot share the name or contact information of the Beneficiary with anyone other than the Beneficiary.
- The named Beneficiary can choose to designate another person to make the funeral arrangements on their behalf, however, payment will still be sent to the named Beneficiary.
- **The original Form must be returned to the Enrollment Department.** A copy of the Form should be kept with other legal documents such as the Last Will & Testament. A copy of the Form should also be given to the Beneficiaries as well as a copy of this guide.
- **If you don't know who you have designated as your Death Benefit Beneficiary or their contact information may have changed, complete an updated form!**

FREQUENTLY ASKED QUESTIONS BY THE BENEFICIARY

WHO DO I NOTIFY IN THE EVENT OF THE PASSING OF A TRIBAL MEMBER?

- Notify the Enrollment Department of the Tribal Members date of passing and the contact information for the funeral home.

WHAT ITEMS DOES THE DEATH BENEFIT INSURANCE COVER?

- The Beneficiary or family can use the funds for the cost of the funeral attendant, casket, burial plot, flowers, head stone/marker, vault, facility use, or any other costs associated with the funeral services.

HOW DO I EXPLAIN THE DEATH BENEFITS TO THE FUNERAL HOME?

- Provide the Funeral Home with the Enrollment Department's contact information. Staff will send them information on the process and amount of the death benefit available for the funeral and burial costs.

MY LOVED ONE WAS A VETERAN, IS THERE ASSISTANCE WITH ARRANGING FOR A TRIBAL HONOR GUARD?

- The Tribe has a Veteran Coordinator that can assist you with this, see the listing under Staff Assistance in this Guide.

HOW DO I PURCHASE A CASKET WITH THE TRIBAL PENDLETON BLANKET LINING?

- Contact the Enrollment Department to make arrangements to view the caskets that are immediately available for purchase. The Tribal casket comes in pine or cedar finishes depending on the size of the casket and the lining is made from the Tribal Pendleton blanket . The on-hand caskets can be picked up in Siletz and delivery is available at a fee. Both the cost of the casket and delivery fee will be paid from the Death Benefits.

WHAT DOES THE BENEFICIARY OR FUNERAL HOME NEED TO SUBMIT TO PROCESS PAYMENTS?

- In order to process payment to the Funeral Home and then the Beneficiary, the Enrollment Officer will need an ORIGINAL death certificate (long form) and a copy of the Funeral Home's invoice/contract for services. Depending on accounting deadlines, payments can take up to three weeks to process. The original death certificate will NOT be returned, it will remain on file with the Tribal member's file in the Enrollment Department.

HOW DO I PUBLICLY ANNOUNCE FUNERAL ARRANGEMENTS WITH THE TRIBE?

- Once the funeral arrangements have been decided please notify the Enrollment Officer. The family has the option for the public posting of the funeral services within all Tribal offices **-OR-** they can choose not to have the services publicly announced in which case the staff will publish that the services are private. At the families discretion, staff will commonly include the name and address of the person designated to receive condolences for the family.