

Policy for Handling Funeral Assistance Requests

Inuvialuit Regional Corporation



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Purpose

The purpose of this policy is to provide clear guidelines for managing requests for assistance related to funerals, including financial support for travel and other related expenses. This policy aims to ensure that requests are handled with sensitivity, fairness and transparency.

Scope

This policy applies to all requests for assistance received by the Inuvialuit Regional Corporation (“IRC”) related to funerals, including but not limited to, travel arrangements, financial support and other related matters.

Definitions

For the purposes of this policy, the following definitions apply:

1. “Inuvialuit beneficiary” means an individual who is registered or enrolled in IRC pursuant to the Inuvialuit Final Agreement.
2. “designated family member” means spouse, children (including step, adoptive and foster children), parents, siblings, grandparents, and grandchildren of the deceased in that specific order.
3. “spouse” means a person who is not separated and is
 - (a) legally married to another person, or
 - (b) has lived together in a common-law or conjugal relationship outside of marriage with another person:
 - (i) for at least 5 years, or
 - (ii) in a relationship of permanence and they are together the natural or adoptive parents of a child.

Eligibility Criteria

Assistance may be provided under the following conditions:

- The deceased must be a registered or enrolled Inuvialuit beneficiary or the spouse of a registered or enrolled Inuvialuit beneficiary.
- The applicant must be an Inuvialuit beneficiary.

- The applicant must be a designated family member. The designated family member will be determined as follows: if there is a living spouse then the spouse will be the designated family member, if there is no living spouse then the eldest living child will be the designated family member, if there is no living spouse or no living children then the parents will be the designated family member. IRC may select a different designated family member at its discretion.
- If the designated family member is a minor child or adult under disability, their guardian or caregiver may apply on their behalf. IRC may request documentation supporting any claim of guardianship, custody or caregiver status.
- The assistance request must be received within a reasonable time frame relative to the date of the funeral.

Funeral Assistance Payment

A one-time payment of \$5,000 to the Designated Family Member.

Request Process

1. **Submission:** Requests for assistance should be submitted via email to enrolment@inuvaluit.com
2. **Required Information:** The email should include the following details:
 - Name of the Deceased: Who passed away.
 - Applicant's Relationship: The applicant's relationship to the deceased.
 - Relevant Dates: Date of the funeral and dates regarding the assistance requested (e.g. flight dates).
3. **Documentation:** The following documents must be attached to the email:
 - Deceased's death certificate, burial permit or obituary.
 - Documentation of funeral arrangements and anticipated costs (e.g., invoices, flight itineraries).
 - Proof of relationship to the deceased (e.g., birth certificate, marriage certificate).
4. **Review:** IRC will review the request and supporting documentation within five (5) business days.
5. **Decision:** IRC will notify the applicant of the decision. If assistance is denied, IRC will provide a brief explanation.

Confidentiality

All information related to funeral assistance requests will be treated with the highest level of confidentiality. Details will only be shared with those directly involved in the processing and decision-making of the request.

Policy Review

This policy will be reviewed and updated as necessary to ensure its effectiveness and relevance.