



S O C I A L
S E C U R I T Y
A G E N C Y

*Funeral
Payment
from the
Social
Fund*



For official use only

Date of SFCS input

 / /

Initials

- We are sorry to hear about your bereavement.
- Please use this form to claim a Funeral Payment from the Social Fund.
Make sure you read the notes sheet before you fill in this form.
- Any payment you might receive because of this claim can be paid more quickly if you
 - answer all the questions on this form that apply to you and your partner, if you have one
 - send us all the documents we ask for.
 If you cannot do this, get in touch with us, as any payment you might receive because of this claim may be delayed.
- Remember, you must claim within **3 months** from the date of the funeral. If you are waiting for a decision on a qualifying benefit/entitlement, you must still claim within the time limit. By *funeral*, we mean a burial or a cremation.

Surname or family name

Any other surnames or family names you have been known by or are using now.

Include maiden name, all former married or civil partnership names and all changes of family name.

All other names in full

Date of birth

 /

Address

Daytime phone number, if you want to tell us

Code	Number
------	--------

What is this number? Please tick

Home Work Mobile Fax

National Insurance (NI) number

You can find this on your payslips, NI numbercard or letters from social security.

Letters	Numbers	Letter
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

If you do not know your NI number, have you ever had one or used one at any time?

No

Yes

- Please tell us about any other personal details you think we should know about on **page 18**, for instance other names or recent previous addresses.

About the person who has died

● Please tell us about the person who has died.

Their surname

Their other names

Their address

Their date of birth

Their National Insurance (NI) number

Date they died

Date of funeral

Will the funeral take place in the United Kingdom (UK)?

No

The UK is England, Scotland, Wales and Northern Ireland.

Yes

If the funeral is not in the UK, in which country will it take place?

Did the person who has died, reside in the UK when they died?

No

By *reside* we mean that they had their main home in the UK.

Yes

Had they lived in the UK for the past 5 years?

No

Yes

If the funeral is to take place in the Republic of Ireland, did the person who has died reside in Northern Ireland?

No

Yes

Has anyone else claimed a Funeral Payment for this person?

No

Yes Please tell us about them.

Their full name

Their address

About benefits and entitlements

- The questions in this part of the form will tell us which benefits you or your partner, if you have one, are getting.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

If your partner is the person who has died, you do not have to tell us about them.

Do you have a partner?

No

Yes Please tell us their surname

Mr / Mrs / Miss / Ms

Their other names

Their date of birth

 / /

Their National Insurance (NI) number, if you know it

Are you or your partner getting Income Support or waiting to hear about a claim for Income Support?

No

Yes If you or your partner are **getting** Income Support, please go to **Part 4**.

If you or your partner are **waiting to hear about** a claim for Income Support, please answer the next question.

Are you or your partner getting income-based Jobseeker's Allowance or waiting to hear about a claim for income-based Jobseeker's Allowance?

No

Yes If you or your partner are **getting** income-based Jobseeker's Allowance, please go to **Part 4**.

If you or your partner are **waiting to hear about** a claim for income-based Jobseeker's Allowance, please answer the next question.

Are you or your partner getting income-related Employment and Support Allowance or waiting to hear about a claim for income-related Employment and Support Allowance?

No

Yes

Are you or your partner getting Pension Credit or waiting to hear about an application for Pension Credit?

No

Yes

If you or your partner are getting Pension Credit, please go to **Part 4**.

If you or your partner are waiting to hear about an application for Pension Credit, please answer the next question.

Are you or your partner getting Child Tax Credit at a rate higher than the appropriate maximum family element or waiting to hear about an application for Child Tax Credit at a rate higher than the appropriate maximum family element?

No

Yes

If you or your partner are getting Child Tax Credit at a rate higher than the appropriate maximum family element go to **Part 4**.

If you or your partner are waiting to hear about an application for Child Tax Credit please answer the next question.

Are you or your partner getting Working Tax Credit where a disability or severe disability element is included in the award or waiting to hear about an application for Working Tax Credit?

No

Yes

If you or your partner are getting Working Tax Credit where a disability or severe disability element is included in the award go to **Part 4**.

If you or your partner are waiting to hear about an application for Working Tax Credit where a disabled worker may be included in the award, please answer the next question.

Are you or your partner getting Housing Benefit or waiting to hear about an application for Housing Benefit?

No

Yes

Send us the letter from the NIHE/LPS which tells you that you are entitled to Housing Benefit.

If you or your partner are **getting** Housing Benefit, please go to **Part 4**.

If you or your partner are **waiting to hear about** an application for Housing Benefit, send this claim form to us straight away. You will get a letter that tells you if you can get Housing Benefit. Send the letter to us as soon as you can.

- You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.
- If you or your partner are not getting, or not waiting to hear about an application for, any of the benefits on **pages 3 and 4**, you will not be able to get a Funeral Payment from the Social Fund.

About taking responsibility for the funeral

- We are sorry if some of the questions in this part upset you. By answering the questions as fully as possible, you will help us to decide whether or not you are entitled to a Funeral Payment.

Remember, you can ask us for help if you find any of these questions difficult to answer.

Have you or your partner taken responsibility for arranging the funeral?

No You will not be able to get a Funeral Payment from the Social Fund.

Yes

Is the bill for the funeral in your name or your partner's name?

No

Yes

If you ticked **No**, please say why you are responsible for paying the bill.
For example, someone may have made the arrangements on your behalf because you were ill.

Are you claiming expenses for the funeral of a child or a child who was stillborn?

No

Yes Please go to **Part 5**.

Was the person who died your partner who you were living with at the time of death?

We use *partner* to mean

- a person you were married to, or a person you lived with as if you were married to them, or
- a civil partner or a person you lived with as if you were civil partners.

For the purposes of claiming a Funeral Payment, we still treat someone as your partner if you were married to them, civil partners, or living with them as if you were married or civil partners, immediately before you or they went to live in a care home. Or if you were married or civil partners and living in the same care home.

No

Yes Please go to **Part 6**.

About taking responsibility for the funeral – continued

Is there a surviving partner of the person who has died?

No

Yes Please tell us about them.

Their full name

Mr / Mrs / Miss / Ms

Their address

 Postcode

Please tell us why this person is **not** claiming the Funeral Payment.

Please tick to tell us how you were related to the person who has died

I am their parent	<input type="checkbox"/>	I am their brother	<input type="checkbox"/>	I am their step-son-in-law	<input type="checkbox"/>
I am their son	<input type="checkbox"/>	I am their sister	<input type="checkbox"/>	I am their step-daughter-in-law	<input type="checkbox"/>
I am their daughter	<input type="checkbox"/>	I am their brother-in-law	<input type="checkbox"/>	I am a close friend	<input type="checkbox"/>
I am their father-in-law	<input type="checkbox"/>	I am their sister-in-law	<input type="checkbox"/>	Other, please specify	<input type="checkbox"/>
I am their mother-in-law	<input type="checkbox"/>	I am their step-parent	<input type="checkbox"/>		
I am their son-in-law	<input type="checkbox"/>	I am their step-son	<input type="checkbox"/>		
I am their daughter-in-law	<input type="checkbox"/>	I am their step-daughter	<input type="checkbox"/>		

Did the person who has died have any other surviving parents, sons or daughters?

No

Yes

Do not include any children of the person who has died if Child Benefit is still in payment for them.

Was the person who has died estranged from any of the surviving parents, sons or daughters?

By *estranged* we mean that the family relationship had broken down.

No

Yes Please tell us the full names of the people who were estranged.

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Please tell us how the family relationship had broken down.

Do any surviving parents, sons or daughters receive a qualifying benefit/entitlement?

Note 2 of the notes sheet that came with this claim pack tells you what the qualifying benefits are.

No Please tell us about them below.

Yes Please answer the next question and then tell us about them at **Part 4** on pages 8 to 10.

Full names of the surviving parents, sons or daughters who **do not** receive a qualifying benefit.

Are they in one of the groups listed in **note 4** of the notes sheet that came with this claim pack?

No Yes If you answer **Yes** to any of these questions, we may need to write to you for more information.

No Yes If you answer **Yes** to any of these questions, we may need to write to you for more information.

No Yes If you answer **Yes** to any of these questions, we may need to write to you for more information.

No Yes If you answer **Yes** to any of these questions, we may need to write to you for more information.

Are there any other surviving close relatives of the person who has died?

Do not include yourself if you are a close relative. Include your partner if you have one. By *other close relative*, we mean a

- father-in-law, mother-in-law or step-parent
- son-in-law, step-son, or step-son-in-law
- daughter-in-law, step-daughter or step-daughter-in-law
- brother or brother-in-law
- sister or sister-in-law.

No Please go to **page 10**.

Yes Please tell us about the other close relatives on **pages 8** and **9**.

If you need more space, please use a separate sheet of paper. Remember to put your full name and National Insurance (NI) number on any separate sheet of paper you use.

	Close relative 1	Close relative 2
Their full name	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
Their address		
	Postcode	Postcode
Their relationship to the person who has died		
Their date of birth	/ /	/ /
Their National Insurance (NI) number, where known	Letters Numbers Letter	Letters Numbers Letter
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>We need to know if you had more or less or about the same amount of contact with the person who has died than the other surviving close relatives you have told us about.</p> <p>It may help you to explain the circumstances to us if you think about your own relationship and the relationship of other close relatives with the person who has died in the following ways</p> <ul style="list-style-type: none"> • whether they kept in touch and how often • the type of contact they had, for example, by visit, telephone or letter • whether domestic or caring assistance was given • whether they went on social outings or holidays together • whether contact was limited because of work or domestic responsibilities • anything else that may be relevant. 		

	Close relative 3	Close relative 4
Their full name	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
Their address		
	Postcode	Postcode
Their relationship to the person who has died		
Their date of birth	/ /	/ /
Their National Insurance (NI) number, where known	Letters Numbers Letter	Letters Numbers Letter
We need to know if you had more or less or about the same amount of contact with the person who has died than the other surviving close relatives you have told us about.		
It may help you to explain the circumstances to us if you think about your own relationship and the relationship of other close relatives with the person who has died in the following ways		
<ul style="list-style-type: none"> • whether they kept in touch and how often • the type of contact they had, for example, by visit, telephone or letter • whether domestic or caring assistance was given • whether they went on social outings or holidays together • whether contact was limited because of work or domestic responsibilities • anything else that may be relevant. 		

Please tell us why you or your partner, rather than anyone else, are taking responsibility for the funeral expenses.

We need to decide if it is reasonable for you or your partner to take responsibility for the funeral expenses. We need to look at the kind of relationship you or your partner had with the person who has died.

For example

- whether you or your partner kept in touch with the person who has died
- how often you or your partner kept in touch with the person who has died
- the type of contact you or your partner had with the person who has died, for example, by visit, telephone or letter
- whether you or your partner gave domestic or caring assistance to the person who has died
- whether you or your partner went on social outings or holidays with the person who has died
- whether the contact you or your partner had with the person who has died was limited because of work or domestic responsibilities
- anything else that may be relevant.



Part 4

About taking responsibility for the funeral – continued

Do any of the parents, sons, daughters or other close relatives or their partners get any of the following benefits or entitlements?

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Housing Benefit
- Pension Credit
- Working Tax Credit where a disability or severe disability element is included in the award
- Child Tax Credit at a rate higher than the appropriate maximum family element.

No are they in one of the groups listed in **note 4** of the notes sheet that came with this claim pack?

Yes If you answer Yes to this question, we may need to write to you for more information.

No Please go to **Part 6**.

Yes Please tell us about them.

Their full name

The benefit they or their partner are getting

Part 5 About taking responsibility for the funeral of a child

Please tick to say how you were related to the child who has died

Mother Father Other Please say how

Was the child stillborn?

No

Yes Please go to **Part 6**.

Did you receive Child Benefit for the child who has died?

No

Yes

If you did not receive Child Benefit, please tell us why.

This may be because the child died before you were able to claim.

Did the child who has died have a parent who was not living in the same household?

No Please go to Part 6.

Yes Please tell us about them.

Their full name

Mr / Mrs / Miss / Ms

Their address

Postcode

Their date of birth

/ /

Their National Insurance (NI) number, where known

Letters Numbers Letter

Do they or their partner get a qualifying benefit?

No Please answer the next question on this page.

Note 2 of the notes sheet that came with this claim pack tells you what the qualifying benefits are.

Yes What qualifying benefit do they or their partner get?

Please go to Part 6.

If they or their partner do not get a qualifying benefit, were they estranged from the child who has died?

No

By *estranged* we mean that the family relationship had broken down.

Yes Please tell us how the family relationship had broken down.

Please go to Part 6.

If they or their partner do not get a qualifying benefit, are they in one of the groups shown in note 4 of the notes sheet that came with this claim pack?

No

Yes Please tell us about them. We may need to write to you for more information.

About the funeral

Although we will not be able to decide if you are entitled to a Funeral Payment until you have sent in the final funeral bill, do not delay making your claim. Send in your claim within the time limit and send the bill separately to us as soon as you receive it.

- Remember to tell the funeral director that you are claiming a Funeral Payment and send us the funeral director's method of payment form if you have been given one. Alternatively, you can get further information from our website: www.dsdni.gov.uk

Name of the funeral director

Their address

Postcode

Their phone number

Code	Number
------	--------

Can we get in touch with the funeral director if we need more information?

No

Yes

Do you have any other bills for things not included on the funeral estimate or bill?
For example, flowers or a wreath.

No

Yes Please send the bill or receipt with this form. And please read **note 12** of the notes sheet that came with this claim pack.

Did you have any travel expenses to arrange or to attend the funeral?

No

Yes Please tick **one** box to tell us why you are claiming travel expenses.

We may be able to pay for **either**

- one return journey to arrange the funeral, **or**
- one return journey to attend the funeral.

To arrange the funeral To attend the funeral

How did you travel?

For example, car, bus, train.

How much did you have to pay?

£

Please send your tickets or receipt with this form, if you have them.

Part 6

About the funeral – continued

Do you have any bills for documents needed for the release of insurance or other money of the person who has died?

No

Yes Please send the bill or receipt with this form.

For example, a full death certificate.

- You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.

Part 7 About the estate

- We need to know about the estate. The estate is the money, savings and property of the person who has died. This is sometimes called the assets.
- We also need to know who is sorting out the financial affairs. The financial affairs are the assets and the bills of the person who has died.
- We will also need to know if you have applied for grant of probate or letters of administration. This is when you need to apply to an office of the court to get a document giving you permission to collect any assets, pay any debts owing and to distribute any remaining assets.
You apply for probate if the person who has died left a will.
You apply for letters of administration if the person who has died did not leave a will.

Are you sorting out the financial affairs of the person who has died?

No

Yes Have you applied for grant of probate or letters of administration?

No

Yes Please go to **Part 8**.

Has a solicitor applied for grant of probate or letters of administration on your behalf?

No

Yes Please tell us about the solicitor.

Their name

Address

Postcode

Phone number, if you know it

Code	Number
------	--------

- You should tell your solicitor about your claim for a Funeral Payment. We will get in touch with them about any Funeral Payment that we pay you.

If you have not already applied for grant of probate or letters of administration, do you intend to apply, or instruct a solicitor to apply on your behalf?

No

Yes

Is someone else sorting out the financial affairs of the person who has died?

No

Yes Please tell us about them.

Their full name

Address

Postcode

Phone number, if you know it

Code	Number
------	--------

- You should tell them about your claim for a Funeral Payment. We will get in touch with them about any Funeral Payment we pay you.

About money available or due to pay for the funeral

- If there is any money available to help pay for the funeral, we will take this into account when we work out how much Funeral Payment we can pay you.
- **Legally, any assets of the person who has died must be used to pay the funeral bill before any other bills are paid.**
- We will not take into account any lump sum Bereavement Payment of £2,000 that you may have received from social security or payments from certain government funded trusts. Please see **note 18** of the notes sheet for a full list of the government funded trusts.
- **Remember, money belonging to the person who has died will sometimes be released to pay for the funeral if you apply for it.** This can even apply before probate or letters of administration have been granted.

Is there any money that is available to you or a member of your family to pay for the funeral?

By *your family* we mean your partner or any children living in your household who you are responsible for.

- We use *child* to mean a person aged under 16 who you are getting Child Benefit for.
- We use *qualifying young person* to mean a person aged 16, 17, 18 and 19 who you are getting Child Benefit for.

Please answer all the questions.

Cash belonging to the person who has died	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>
Savings belonging to the person who has died (e.g. in a bank, building society, credit union, or post office card account)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>
Money from insurance policies	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>
Money from an occupational pension scheme	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>
Money from a burial club	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>
Money repaid from a prepaid funeral plan. See notes 13 to 16 of the notes sheet that came with this claim pack	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>
Money from a charity	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>
Money from relatives	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>
Any other money available to pay for the funeral	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Amount	£ <input type="text"/>

Other information

- **Please use this space to tell us anything else you think we might need to know.**

If the funeral bill has already been paid, please use this space to give details about the money you have used to pay the bill.

A large, empty rectangular box with a thin black border, intended for the user to provide additional information as requested in the text above.

We normally make payment to the funeral director. But if the funeral director's bill has already been paid we will make payment to you. Please read **note 19** of the **Notes** booklet that we sent to you with this claim form.

Have you already paid the funeral director's bill? No Go to **Part 11**.
Yes Please fill in this part of the form.

How we pay you

We normally pay your money into an account.

Many banks and building societies will let you collect your money at the post office.

We will tell you when your Social Fund payment will be made and how much it will be for.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think your payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account.

For example, you may give us information, which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we take back any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you above in the section **If we pay you too much money**.
 - If you are going to open an account, please tell us your account details as soon as you get them.
 - If you do not have an account, please contact us and we will give you more information.
-

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

About the account you want to use

- You can use an **account in your name**, or a **joint account**
- You can use **someone else’s account** if,
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a **credit union account**. You must tell us the credit union’s account details. Your credit union will be able to help you with this.
- If you are an **appointee** or a **legal representative** acting on behalf of the customer, the account should be in your name only.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all 6 numbers, for example: 12-34-56.

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Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

Part 14

What to do now

- Please check that you have done everything you need to and are sending all the documents we have asked for. Use the check list below.

Have you answered all the questions that apply to you?

Have you signed and dated this form?

If you have the funeral director's bill, have you sent it to us?

We cannot accept estimated bills. If you do not have the final bill yet, please send it to us as soon as you can.

Have you sent us the funeral director's method of payment form, if you have been given one?

If the bill has already been paid, have you told us about the money you have used to pay the bill in Part 9 of this form.

Have you sent any other bills or receipts you may have in connection with this claim?
For example, for things like flowers.

If the person who has died had a prepaid funeral plan, have you sent the documents we have asked for in **notes 15 or 16** of the notes sheet that came with this claim pack?

If you have had to pay for any documents to release money of the person who has died, have you sent us the bill or receipt?

- Send or take this form and anything we have asked for to your Social Security or Jobs & Benefits office. Their address and phone number is in the phonebook under Government of Northern Ireland – Department for Social Development.

Part 15 What happens next

Please read **note 19** of the notes sheet that came with this claim pack. This tells you how we will pay you if you are entitled to a Funeral Payment. If you are not entitled to a Funeral Payment, we will write to tell you why.

And please read **notes 20 to 22** of the notes sheet which tell you about paying back a Funeral Payment.

Payment you can get because of this claim can be paid more quickly if you

- answer all the questions that apply to you and your partner, if you have one
- send us all the documents we ask for.

If you cannot do this, get in touch with us, but payment you can get because of this claim may be delayed.

Part 16 Our Services

At Northern Ireland Social Security Agency we aim to provide a high standard of customer service at all times. Details of our Customer charter can be found on our website at www.dsdni.gov.uk
You can access our website from many libraries.

For more information please contact the Department for Social Development.

*Help with the cost
of a funeral
from the
Social Fund*

Please read this notes
sheet before filling in the
claim form.



S O C I A L
S E C U R I T Y
A G E N C Y

*Funeral
Payment
from the
Social
Fund*



An agency within

DSD

Department for
Social Development
www.dsdni.gov.uk

Can you get help?

- 1 You may be able to get help with the cost of a funeral if you, or your partner**
 - have arranged the funeral in the United Kingdom (UK), and
 - the person who has died had their main home in the United Kingdom when they died
 - providing the deceased was normally resident in Northern Ireland, a funeral may be arranged in the Republic of Ireland.
 - have arranged the funeral elsewhere in the European Economic Area or Switzerland (but check with your Social Security or Jobs & Benefits office as this will depend on your circumstances).

We use *partner* to mean

 - a person you are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.

By *United Kingdom*, we mean England, Scotland, Wales and Northern Ireland.

European Economic Area countries are Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, Hungary, France, Germany, Greece, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and the UK.
- 2 You can only get help with the cost of a funeral if**
 - You or your partner are getting one of the following **Qualifying benefits or entitlements**
 - Income Support
 - Income-based Jobseeker’s Allowance
 - Income-related Employment and Support Allowance
 - Pension Credit
 - Housing Benefit
 - Child Tax Credit at a rate higher than the appropriate maximum family element
 - Working Tax Credit where a disability or severe disability element is included in the award and

Important: if you have not already claimed but feel you might be entitled to one of the benefits or tax credits mentioned at Part 2 of the notes page and Part 3 About benefits and entitlements of this form you should consider making an immediate claim for at least one of these benefits or tax credits - if you have not made such a claim within 10 working days of your application for a Funeral Payment then this or any subsequent application for a Funeral Payment may be disallowed if it is not made within three months of the date of the funeral.
- 3 You may be able to get help with the costs of the funeral if**
 - you have made arrangements for the funeral, and
 - you claim within the time limits, and
 - you fall into one of the groups of people who are eligible to claim (see note 4).

Who can claim

4 You can only get a Funeral Payment if you fall into one of the following groups

- **You were the partner of the deceased at the time of death**
For the purposes of claiming a Funeral Payment, we still treat someone as your partner if you were married to them, civil partners, or living with them as if you were married or civil partners, immediately before you or they went to live in a care home. Or if you were married or civil partners and living in the same care home.
- **The deceased was a child for whom you were responsible and there is no *absent parent* (unless they were getting one of the benefits listed in note 2 of this notes sheet when the child died, or they are in one of the groups listed at note 4), or**
- **You were the parent of a still-born child**
- **You were a “*close relative*” or close friend of the deceased and it is reasonable for you to accept responsibility for the funeral costs, given the nature and extent of your contact with the deceased.**

By *close relative* we mean

- parent, father-in-law, mother-in-law or step-parent
- son, son-in-law, step-son or step-son-in-law
- daughter, daughter-in-law, step-daughter or step-daughter-in-law
- brother or brother-in-law
- sister or sister-in-law.

You cannot get a payment as a close relative or close friend of the deceased if:

- **the deceased had a partner when they died; or**
- **there is a parent, son or daughter of the deceased who is not:**
 - **getting a qualifying benefit (see note 2 above); or**
 - under 18; or
 - aged 18 or over and in full-time education; or
 - someone who was estranged from the deceased.

By *estranged* we mean that there was a breakdown in the relationship between the person who has died and their parent, son or daughter. We will decide if this applies when we look at the information you give us on the claim form.

- **unless that person is, at the date of death**
 - receiving asylum support from the National Asylum Support Service (NASS)
 - a fully maintained member of a religious order
 - in prison or hospital immediately following a period on a qualifying benefit
 - ordinarily living outside the United Kingdom, or
- **there is a close relative (see above) of the deceased, other than a close relative in one of the excluded groups listed at note 4 above, who was in closer contact with the deceased than you were, or had equally close contact and is not getting a qualifying benefit (see note 2).**

How to claim

- 5 **Fill in form SF200 Funeral Payment from the Social Fund that came with this claim pack.**

Send it to your Social Security or Jobs & Benefits office with all the documents we have asked for. You should claim within 3 months of the date of the funeral. If you are waiting for a decision on a qualifying benefit or entitlement you must still claim within the time limit.

Send us the funeral director's

- final bill as soon as you get it
- method of payment form if you have been given one.

Help and advice

- 6 **The information in these notes is only a general guide to claiming a Funeral Payment from the Social Fund.**

If you want to talk to someone about Funeral Payments

get in touch with your Social Security or Jobs & Benefits office. They can arrange for someone to see you at home if this is necessary, or at the Social Security or Jobs & Benefits office. Their phone number and address are in the phonebook under **Government of Northern Ireland – Department for Social Development.**

It is Agency policy to provide you with all the information, advice and help to complete any Social Security benefit claim form. Please feel free to contact your nearest Social Security or Jobs & Benefits office, Community Benefit Office or the Benefit Shop, Royal Avenue, Belfast. If you would like further information about disability benefits, you can also contact the Benefit Enquiry Line. The telephone number is 0800 220 674.

However, if you do not want to make use of our services, you may be able to get help from a friend, relative or an Advice Centre.

- 7 **If you have difficulty filling in the claim form, someone else can fill it in for you. But remember, you must sign the form yourself.**

Your Social Security or Jobs & Benefits office can help you fill in the form or you can ask a relative, or friend, or someone at an Advice Centre.

Data Protection Act 1998

The information that you provide will be used to process your Social Fund application. Some of the information may be checked with other sources. The information may be used for other purposes relating to the work of the Department for Social Development. It will be given to other people only as permitted by law.

Customer Service

The Social Security Agency is committed to providing a service which is accessible, accurate, prompt and helpful and which does not discriminate on the grounds of age, sex, race, religion or any disability. If you are unhappy with the service provided, ask to speak to or write to the Customer Service / Unit Manager at the Social Security or Jobs & Benefits office.

The help you can get

- 8 If the person who has died had a prepaid funeral plan, please read notes 13 to 16.**

A *prepaid funeral plan* is any arrangement made before death to cover some or all of the costs of a funeral.

- 9 When you arrange the funeral, please tell the funeral director that you will be claiming a Funeral Payment from the Social Fund.**

The Funeral Payment can include

- 10** the cost of reopening a grave or opening a new grave and burial costs, or
- 11** in the case of a cremation
- the cremation fee
 - the cost of any necessary doctor's certificates
 - the cost of removing a pacemaker or other medical device which must be removed before the cremation
 - the cost of any documents needed for the release of the assets of the person who has died.
We use *assets* to mean all the money, savings and property of the person who has died
 - when it is necessary to move the body over 50 miles within the United Kingdom to the funeral director's premises or place of rest, the reasonable cost of that part of the journey which is over 50 miles
 - when the journey to the funeral is necessarily over 50 miles, the cost of that part of the journey which is over 50 miles for the transport of the coffin and bearers
 - the cost of a return journey for you to **either**
 - arrange the funeral, **or**
 - go to the funeral
 - up to £700 for any other funeral expenses. This amount includes **all** other costs in connection with the funeral.
- 12 If you have a bill for an item which has not been provided by the funeral director**

This might be for example flowers. We may be able to help with these if the amount paid to the funeral director for other funeral expenses is less than £700.

Prepaid funeral plans

- 13** A *prepaid funeral plan* is any arrangement made before death to cover some or all of the costs of a funeral. We need to know if the person who has died had
- a prepaid funeral plan
 - a funeral bond
 - any other prepaid arrangement like these.
- 14** We cannot help with any of the items and services listed in notes 10 to 12 of this notes sheet which are already fully covered by a prepaid plan. But you may be able to get a payment for
- the necessary cost of any items listed in notes 10 to 11 that are not covered by the plan
 - the necessary part-cost of any items listed in notes 10 to 11 that are only partly covered by the plan
 - up to £120 for any other funeral expenses.
- 15** So that we can make a decision about your claim, we need to know what the plan provides. Please send us
- a copy of the original plan
 - any documents you have received from the plan provider showing the items and services that the plan provides for this funeral.
- 16** If a prepaid funeral plan was not paid in full before the person died, we will need to know how much has been repaid or will be repaid by the plan provider. Please send us
- a copy of the original plan
 - any documents you have received from the plan provider showing the amount to be repaid.

About any money you may be able to use for the funeral

- 17** When we work out how much help you can get, we will also look at how much money is available to help you with the cost of the funeral. This could include money from the estate of the person who has died. This could be
- money in a bank, building society or Post Office® account. You may be able to ask the bank or building society to pay the funeral bill if there is enough money in the account
 - money from insurance policies
 - money from an occupational pension scheme
 - money from a burial club or something like this
 - any savings or cash of the person who has died
 - contributions towards the cost of the funeral from relatives or charities
- 18** We will not take into account any lump sum Bereavement Payment of £2,000 from social security or compensation payments from the following government funded trusts
- the MacFarlane (Special Payments) Trust
 - the MacFarlane (Special Payments) (No 2) Trust
 - the Fund
 - the Eileen Trust
 - Department of Health payments in respect of Victims of Creutzfeldt Jakob Disease
 - the Skipton Fund
 - MacFarlane Trust
 - The London Bombings Relief Charitable Fund.

How we will pay you

- 19** If we can pay you a Funeral Payment and the funeral director's bill has not already been paid, we will usually pay directly into the funeral director's bank account. We may, sometimes, send you a cheque made payable to the funeral director. If so, please give the cheque to the funeral director as soon as you receive it.

Send us the funeral director's method of payment form if you have been given one.

If the funeral director's bill has already been paid we will make payment to you, normally directly into an account. Please give us your account details at **Part 10** of the claim form.

Paying back a Funeral Payment

- 20** A Funeral Payment made from the Social Fund will have to be paid back from the estate of the person who has died. The law says that funeral expenses must be paid before anything else is paid from the estate.

By *estate*, we mean

- any assets such as property, land, stocks and shares, savings and any other money or cash belonging to, or owed to, the person who has died
- any money that comes into the estate after the person dies.

- 21** Debt Centre NI will write to you or to the person who is looking after the financial affairs of the person who has died. We will ask if the person who has died left any estate from which the Funeral Payment can be repaid.

This is because money is not always immediately available to pay for the funeral, but may become available later. For example, money may be released later or you may find an insurance policy you did not know about.

- 22** We do not count the home occupied by the partner of the person who has died, or personal possessions left to relatives.

These notes give general guidance only and should not be treated as a complete and authoritative statement of the law.