

# **Policy Clarifications – Medicaid - Long Term Care PMN**

**Submitted: 11/28/2017**

**Agency: CAOs**

**Subject: Burial Cost Survey Letter**

**Question:** Are there any changes to the letter CAOs use to determine average burial costs by county?

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**Response By: Division of Health Services**

**Date: 12/1/2017**

Each year CAOs are responsible for determining the average cost of burial in their county. When determining the average cost of burial for 2018, CAOs should use the new survey letter template that is attached to this policy clarification and is found in LTC Handbook (LTCH) Chapter 440, Appendix J to request information from local funeral homes. This letter template has been updated to clarify the items that should be included in the total cost of a burial. The inclusion of these items may increase the average burial cost for the county more than normal.

See the recently updated LTCH 440.512 for more information on determining the average cost of burial for your county.



[Date sent]

Dear Funeral Director:

Our objective is to determine the average cost of an Adult Traditional Funeral, resulting in burial, in \_\_\_\_\_ County for the upcoming year.

Your response will be averaged with all other responses from Funeral Directors in the same county to determine a typical County Cost Guideline which is neither under nor over-estimated. This figure will be used to evaluate the rationale behind the amount used to set aside and establish a pre-need burial reserve.

In order to collect comparable data for a guideline calculation, the following (based on your current General Price List) should be included in your response:

- Basic Services of Funeral Director and Staff
- Embalming
- Other Preparation of the Body
- Charges for Viewing
- Charges for Funeral Services
- Charges for Graveside Services
- Charges for Vehicles
- Casket (typical 18 gauge)
- Vault
- Register books, Prayer Cards, Acknowledgement Cards
- Standard Cash advances including:
  - Newspaper Obituaries
  - Grave space (can be zero)
  - Grave Opening/Closing
  - Monument and Engraving
  - Death Certificates
  - Standard Luncheon
  - Standard Flowers

Please total these items and return your (single figure) response along with the composite factors used to the contact below on or before xx/xx/xxxx.

Thank you,

\_\_\_\_\_  
County Assistance Office  
(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_