

Procedural Steps for Deceased Individuals

- 1) As you are notified of an individual under guardianship's passing:
 - **Please** note that if there are **no contacts** for the deceased, or if **no contacts are immediate family**, reach out to Janice Lunsford **ASAP** so next of kin can be located to authorize burial or cremation. CHFS can authorize burial or cremation only if there is a family search under a year old proving there are no known living next of kin.
 - **Please** direct families and funeral homes to contact Kelly Hunter (A-K) and Glenna Godbey (L-Z) to get information on pre-need burial resources and/or possible fiduciary funds.
 - **Please** update KYGFIS to reflect status change/date of death/family notification.
- 2) Kelly and Glenna will gladly speak with families, funeral homes, and facilities about outstanding debts and possible payments. We can explain the process fiduciary funds are subject to and gather necessary invoices as we await information on what funds are available (if any).
 - **Please** note that at the time of passing, only the funds set aside for pre-need burial (life insurance, burial policies) are assumed to be available.
 - **Please do not** provide fiduciary balance at the time of death as it does not reflect *available* funds. There is no guarantee the deceased's fiduciary funds will be an available resource for payment. Funds are held until payers notify us if any funds are to be reclaimed as overpayment (they have 45 days). We will not know if any funds will be available until they respond regarding debts.
- 3) After it is determined what funds are available, Kelly and Glenna can send payments (if possible).
 - **Please** note that as of 2019, KRS states that if the client's assets are valued over \$10K at the time of death, CHFS cannot send payments. An estate \$10K or greater requires the courts to appoint an Estate Executor, Estate Administrator, or Public Administrator, and we would transfer assets and liability information to the responsible party to process.
 - **Please** note if the client's assets are under \$10K at the time of death, CHFS can send available funds to outstanding overpayments, burial or cremation debts, facility, or Medicaid debts.
 - **Please** note that if family has made payment towards a funeral or facility debt, we could only release funds to the *unpaid* portion of the debt at that time. We cannot directly reimburse family for payments; they would need to petition the courts to be reimbursed out of any funds that may remain.

Kelly Hunter (A-K)

502-564-0212

Kelly.Hunter@ky.gov

Glenna Godbey (L-Z)

502-564-9957

GlennaM.Godbey@ky.gov

Janice Lunsford (Family Searches)

502-564-9888

Janice.Lunsford@ky.gov