



## **PR 1205.7: GA Unit Responsibilities**

**PO 1205.7.**

When an eligible client dies:

- Cancel their case or remove them from the assistance unit.
- **Only when there are no surviving friends or family**, authorize a nursing home, hospital, county morgue, etc., in writing to release the body to the funeral home and make funeral arrangements with the funeral director near the client's residence.
- Notify a Public Administrator to take charge of the client's estate when there are no known relatives willing or able to do so and/or real property is involved. This includes requesting that the estate be opened for the purpose of releasing funds for payment of funeral/burial expenses. **Do not, in any instance, take charge of or receive any or all of the client's cash assets.** Review the case record and advise the funeral home of the potential assets to be deducted from the payment.

The GA Unit sends Form 29 and Form 94 to vendors for completion. If the vendor requests, provide a 6-month supply of forms based on how many the vendor uses.

