

**COLLIER COUNTY INTAKE FORM – INDIGENT CREMATION/BURIAL**

1.	Date Referral Received:	
2.	Referral Received From:	
	<i>Referrals are not to be taken unless the person is deceased. Person must have resided or died in Collier County.</i>	
3.	Name of Deceased:	
4.	Date of Birth:	
5.	Date of Death:	
6.	Cause of Death:	
7.	Place & Address of Death:	
	<i>Residence, nursing home, hospital, place body discovered, etc. If there is any question, determination is made by the name of the county to be listed on the death certificate.</i>	
8.	How long did the deceased live in Collier County?	
9.	Current location of Deceased:	
10.	Last Known Address:	
11.	Last Phone Number:	
12.	Social Security Number:	
	<i>Verify with SSA (1-888-294-0161) that we have the correct person. You can get the person's city of birth, parent's names (depending on the age of the deceased) and SSA will attempt to contact anyone drawing benefits under their name. SSA Office is open only for emergencies.</i>	
13.	Citizenship:	
14.	Race:	
	<i>White, Asian, American Indian, Black, Native Hawaiian, Mixed Race</i>	
15.	Ethnicity:	
	<i>Hispanic or Non-Hispanic</i>	
16.	Gender:	
	<i>Male or Female</i>	
17.	Marital Status:	
	<i>Unknown, Single, Married, Divorced, Widowed, Other</i>	
18.	People in the Deceased's Household – number of adults and number of children:	
	<p><i>a. Did the deceased have a guardian? If so, the guardian may be able to authorize cremation and pay the funeral home directly. N/A</i></p> <p><i>b. Are these funds managed by a relative or other person? N/A</i></p> <p><i>c. Have any of these funds been put toward funeral arrangements? N/A</i></p> <p><i>d. Are these funds accessible to recoup the county's costs? N/A</i></p> <p><i>e. Can the family contribute to the cremation costs? N/A</i></p>	
19.	Surviving Family and Contact Information:	
	<i>Names, relationships, phone numbers of any family or friends, etc.</i>	
20.	Deceased Monthly Income:	
21.	Did the Deceased have a Bank Account?	
	<i>Bank name, Account number and balance in account. Funds may be recouped from such an account by filing a Disposition of Personal Property Without Administration through the Clerk of Courts. N/A</i>	
22.	Did the Deceased have Life or Burial Insurance?	
23.	Did the Deceased Own or Rent?	

	<i>If they owned a home, condo, or real estate in their name only, file a Caveat-by-Creditor with the probate court. Is an estate is opened in their name, we receive notification from the Probate Court, and we can then we file a Statement of Claim, again through the Probate Court.</i>
24.	<p><b>Was the Deceased a Veteran?</b></p> <ul style="list-style-type: none"> <li>a. <i>Military discharge paper (form DD214) is the surest way to determine eligibility for the national cemetery. N/A</i></li> <li>b. <i>Eligibility for the national cemetery can sometimes be verified by name, social security number and date of birth. N/A</i></li> <li>c. <i>In the absence of a DD214, also try to obtain the branch of service, city of birth and any other identifying military information available (service number, VA file or claims number). N/A</i></li> <li>d. <i>Was the deceased receiving VA benefits or being treated in a VA clinic or hospital? N/A</i></li> <li>e. <i>The Collier County Department for Veteran Services (252-8448) may be able to assist in the search. N/A</i></li> <li>f. <i>Bushnell Cemetery (352-793-7740) should be able to tell you if the deceased is eligible for burial in the National Cemetery. If so, notify the funeral home to make application to Bushnell. N/A</i></li> </ul>
25.	<b>Status of the deceased is to be Indigent or Unclaimed:</b>
26.	<i>If Unclaimed, document and/or print out any contacts and information made with landlords, homeowner associations, neighbors, law enforcement, other government agencies such as Social Security, Veteran Services, Clerk of Courts, [public records, hospital social workers, nursing home staff, private physicians, banks or other financial institutions, places of employment, anywho.com.</i>
27.	<b>As a result of the investigation and status determination, the body of the deceased will be disposed of in accordance with Florida Statute 406.50.</b>

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Case Manager, CHS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager, CHS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, CHS

\_\_\_\_\_  
Date

(Only when deceased is unclaimed and there is no next of kin to sign cremation authorization.)