NAVAJO NATION
DIVISION FOR CHILDREN & FAMILY SERVICES
OFFICE OF THE EXECUTIVE DIRECTOR

Date: October 12, 2026

SUBJECT: NOTICE OF POTENTIAL PAYMENT DELAYS DUE TO FINANCIAL SYSTEM TRANSITION

Dear Mortuary and Funeral Service Providers:

The Navajo Division for Children and Family Services (NDCFS) would like to inform you that the Navajo Nation is currently transitioning to a new financial management system. As a result of this transition, temporary delays in processing and issuing payments may occur, including payments associated with Burial Assistance services administered through the Financial Assistance Unit (FAU).

While the transition is necessary to improve the Nation's financial operations, we recognize that interruptions in payment processing may affect your business operations. Please be assured that NDCFS is working closely with the appropriate Navajo Nation departments to address these challenges and minimize delays to the extent possible.

We respectfully ask for your patience and understanding during this transition. Our Division remains committed to fulfilling its financial obligations and maintaining positive working relationships with all participating mortuaries and funeral service providers.

We also recognize the essential services you provide to Navajo families during times of loss. Your continued cooperation and dedication to serving our communities are greatly appreciated.

Should you have any questions or concerns regarding outstanding payments or Burial Assistance services, please contact me at (928) 871-6556.

Thank you for your continued partnership, patience, and understanding as the Navajo Nation works toward implementing its new financial management system.

Respectfully,

Corraine Lee, Administrative Service Officer
NDCFS – Financial Assistance Unit

CONCUR:

Thomas Cody, Executive Director
Division for Children & Family Services

Cc: File

P.L. 93-638 Burial Assistance
Financial Assistance Unit
Navajo Division for Children and Family Services

REQUIRED DOCUMENTATION FOR DECEDENT

- [ ] Driver's License/Identification Card (ID) or Birth Certificate
- [ ] Social Security Card
- [ ] Certificate of Indian Blood (CIB) or Tribal ID
- [ ] Most Recent Income Statement
- [ ] Residence - Letter from Chapter House or Voter's Card or Statement by Relative
- [ ] Statement of Funeral Goods (from Mortuary)
- [ ] Invoice from Mortuary

***NOTE: If Stillborn, use Biological Mother's Census Number**

Email Application and supporting documents to:

Burial_Submissions@ndcfs.org

* Payments will be made payable to the Mortuary
* Reimbursements are not allowed per CFR
* Remaining balance is responsbility of the family of the decedent.

Division for Children and Family Services - Financial Assistance Unit
PO Box 2547; Window Rock, AZ 86515 * 928.871.6556

Navajo Division for Children and Family Services
Financial Assistance Unit
P.L. 93-638
Burial Assistance Application

CIF#

Date Received

*Payment will be made payable to the Mortuary; ***reimbursments*** will not be made to the applicant.
Any remaining balance will be the responsbility of the applicant/family of the decedent

A. Applicant Information

Name		Relationship to Decedent	
Mailing Address	City	State	Zip
Telephone	Alternate Telephone	E-Mail Address	
Applicant Name (Print)		Applicant Signature	

NDCFS FAU will assist with Burial Expenses, not to exceed $3,500.00 ALL funds are contingent upon availability

B. Decedent Information

Name	DOB	Social Security Number	Census Number	
Physical Address	City	State	Zip	
Date of Death	Place of Death			
Date of Funeral	Place of Services	Burial Location		
Type of Income	Gross or Net Income Amount	Veteran?		

C. Mortuary - to be filled out by Mortuary Personnel

Name of Mortuary		E-Mail	
Mailing Address	City	State	Zip
Telephone	Fax	Contact Person	

Type of Services - Select One

☐ Standard Burial Packet ☐ Cremation ☐ Native Traditional Burial $

Special Needs

☐ Oversize Casket ☐ Stillborn ☐ Ziegler Case $

TOTAL COST $

REMAINING BALANCE $

Explain any changes from Mortuary's Burial cost amount

D2. Certification - Read and Initial each statement

___ There will be no further charge(s) assessed or not disclosed to FAU. The charges shown are the total charges assessed by the Mortuary, including all charges by outside parties.

___ Further there are no additional services, merchandise, or miscellaneous charges ordered by the family, after the fact, other than those disclosed by the Mortuary.

___ The applicant was informed of the Navajo Nation Burial Assistance critria.

D3. Name of Authorized Mortuary Official, Title (Print)

Name and Title (Print)	Signature	Date

TO BE FILLED OUT BY FAU SENIOR CASEWORKER

Date Approved	Date Denied	Reason for Denial	
FAU SCW Name (Print)		FAU SCW Signature	

Revised: 10.01.26