

Apply for the funeral of a baby, child or young person



# Funeral Support Payment

Apply for help with funeral costs

Once finished, return this form in the pre-paid envelope. If you do not have this envelope, call us free on 0800 182 2222 and we'll send you one.

> Social Security Scotland PO Box 10311 DUNDEE DD1 9GH



If a baby died before 24 completed weeks of pregnancy, unfortunately we cannot help with their funeral costs.

If a baby was born alive before 24 weeks of pregnancy, we can help with their funeral costs. This is because this is considered neonatal death and you'll have received birth and death certificates.

### Funeral Support Payment

Funeral Support Payment helps pay for funeral costs if you live in Scotland. It usually will not cover the full cost of the funeral but it will help pay for some costs.

The payment can be used towards funeral costs for a baby, child or young person aged 17 or under. This includes if a baby was stillborn. A stillbirth is when a baby dies after 24 completed weeks of pregnancy. You'll have received a stillbirth certificate if your baby was stillborn.

Only one person can get Funeral Support Payment for the funeral. You will not be eligible if government support has already been paid for the funeral. This includes:

- Funeral Expenses Payment from the Department for Work and Pensions
- Northern Ireland's Funeral Payment
- your hospital arranging and paying for your baby's funeral if you had a stillbirth and you did not have to pay anything else related to the funeral.

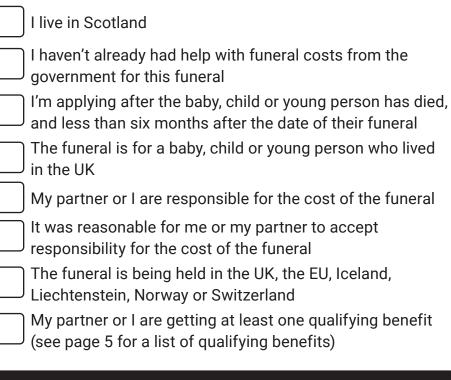
Use this form to apply for help with funeral costs where the person who died is 17 or under.

We use this form because we need less information. This means your application will be quicker to complete.

If you're applying for the funeral of someone 18 or over, you'll need to use the adult form. You can get this by visiting mygov.scot/ funeral-support-paymentform. If you'd prefer, you can call us free on 0800 182 2222 and we'll send you the correct form.

## Check if you're eligible for help with funeral costs for someone 17 or under

#### Tick all statements that apply.



If you have ticked all the boxes, you may be able to get Funeral Support Payment.

If you've received a backdated benefit or have been affected by COVID-19, you may have longer to apply. Call us on 0800 182 2222 for more information.

## How it works

Funeral Support Payment will not usually cover the full cost of the funeral but it will help pay for some costs. This will depend on the choices made when planning the funeral. The payment can pay towards:

- burial and cremation costs
- funeral costs
- your travel costs
- transport costs to move the baby, child or young person
- document costs
- medical costs.

## Costs you will be able to get help with

#### Burial or cremation costs

Most local authorities in Scotland do not charge for the burial or cremation of a baby, child or young person. In some locations in England, Wales and Northern Ireland, the local authority will charge for the burial or cremation.

If the local authority does charge, the payment will usually cover the cost of burial or cremation in the local area where the baby, child or young person lived. If you're applying for a baby who was stillborn, we'll use the address of their parent or the person who's applying for help with their funeral costs.

We can only work out exactly how much you'll get when we know where they lived and also how much the burial or cremation cost, or will cost. This is because different locations have different burial or cremation costs.

#### **Funeral costs**

You can get a payment of £1,010 to put towards any other funeral costs you need to pay for, such as the funeral service or funeral car.

#### Your travel costs

You can get help towards travel costs for one return journey to either the:

- place where you're arranging the funeral, or
- funeral location.

This includes travel by bus, train and your own car. You can sometimes get money towards travel by taxi, boat and plane. It does not include travel in a funeral car.

If you need to take a certain method of transport for accessibility reasons, let us know on page 23 of this form.

## Other costs you may be able to get help with

## Transport costs to move the baby, child or young person

If you need to move the baby, child or young person more than 50 miles (80 kilometres), you can get help towards the cost of this.

You'll have to pay for the first 50 miles of any return journey, but we can help pay for any part of the travel over 50 miles, as long as the travel is within the UK.

We can work out how much money you'll get to help towards transport costs to move the person who died by speaking to your funeral director, if you have one, or using your final funeral bill.

#### **Document costs**

You can get money towards the cost of any medical certificates you need to allow the funeral director to go ahead with the burial or cremation. For example, a Medical Certificate of Cause of Death.

#### **Medical costs**

You can get money for the cost of certain medical procedures needed before the funeral can go ahead.

## Who should apply and when

## You can get a Funeral Support Payment if all of the following apply:

- you live in Scotland
- you or your partner are getting certain benefits or tax credits
- the person who died lived in the UK
- the funeral is being held in the UK, or in some circumstances, in the EU, Iceland, Liechtenstein, Norway or Switzerland
- you're applying after the person died, but less than six months after their funeral
- it is reasonable for you or your partner to accept responsibility for the funeral costs.

Usually, it is reasonable for the nearest relative of the person who died to accept responsibility for the funeral costs. A nearest relative could be a partner, child, parent or sibling.

If you or your partner are not the nearest relative, you'll need to explain to us when you apply, why it's reasonable to have accepted responsibility. You can use the 'lf you think there's anything else we need to know' box on page 23 to provide this information. We'll call you to discuss this.

You might be able to get a different payment if you live in:

- England or Wales
- Northern Ireland.

If you live in England or Wales, find out more about their Funeral Expenses Payment on the GOV.UK website.

If you live in Northern Ireland, find out more about their Funeral Payment on the nidirect.gov.uk website. Please note, to be able to get Funeral Support Payment you must have access to public funds. If you're subject to immigration control and have no recourse to public funds, you will not be able to get Funeral Support Payment.

## Benefits and tax credits you or your partner must get

You or your partner must get one or more of the following on the date you apply:

- Child Tax Credit
- Universal Credit (UC)
- Income Support
- Pension Credit
- Working Tax Credit (disability or severe disability element)
- Housing Benefit
- income-based Jobseeker's Allowance (JSA), not contribution-based JSA
- income-related Employment and Support Allowance (ESA), not contribution-based ESA.

If you think you should be getting any of these benefits, you can find out more information by visiting gov.uk/browse/benefits.

If you've received a backdated benefit or have been affected by COVID-19, you may have longer to apply. Call us on 0800 182 2222 for more information.

If you or your partner are not getting any of these benefits, but have applied for one, you can still apply for Funeral Support Payment. However, we can only let you know if you're able to get Funeral Support Payment once we know the outcome of your other benefit applications.

## How much you can get

The payment is unlikely to cover the full cost of a funeral. The expected average payment for Funeral Support Payment is £1,700 but this is usually lower for a baby, child or young person 17 or under. This is because there is often no charge for the burial or cremation.

#### Example:

The child who died was five years old, and lived and died in Fife. Their body did not need to be moved over 50 miles to the funeral location.

The person responsible for the funeral also lived in Fife, but needed to travel to and from the funeral location. They did not need to pay for any extra documents, such as a copy of a medical certificate. They would be able to get a total payment of £1,022

Payment Cremation cost There is no local authority fee for cremation of a five year old child in Fife.	Amount £0
Funeral costs This is a fixed amount of £1,010	£1,010
<b>Travel costs</b> One return journey to either plan or attend the funeral.	£12
<b>Transport costs</b> Costs to move the child over 50 miles to the funeral location.	£0
<b>Document costs</b> Costs for documents such as medical certificates.	£0
Medical costs Costs for any medical procedures.	£0
Total	£1,022

You should avoid sending original certificates. It can take us up to two weeks to return anything you send. You can send your documents together with this form.

If you send your documents separately to Social Security Scotland, you need to clearly write some things on a piece of paper and send it to us with your documents.

These things are:

- your full name
- date of birth
- National Insurance number
- the words 'Funeral Support Payment', so we know what you're applying for.

If you do not include these things, your payment could be delayed.

### Before you apply

## Before you apply for Funeral Support Payment, you should:

- register the death of the baby, child or young person
- check you'll be able to get Funeral Support Payment by checking the statements on page 3
- consider giving your funeral director consent to speak with us about your application (if you're using one).

#### To complete this form, you'll need:

- your National Insurance number
- details of the funeral director (if you're using one)
- any travel receipts or funeral bills you have so far
- your bank account details, if you'd like Social Security Scotland to pay you and not your funeral director.

## Sending us photocopies of certificates, bills or receipts

If you need a pre-paid envelope to return your completed form and photocopied documents to Social Security Scotland, call us free on 0800 182 2222 and we'll send you one.

#### If you need any help

If you need help to apply for Funeral Support Payment, call us free on 0800 182 2222. Our call centre opening times are Monday to Friday 8am to 6pm. Your local Citizens Advice Bureau can also help with questions about benefits, or you can find out more about Funeral Support Payment by going to mygov.scot.

#### You and your data

Social Security Scotland processes lots of data to do our job. We manage your personal data to deliver a number of social security benefits outlined in the Social Security (Scotland) Act 2018. We are committed to protecting and respecting your privacy.

To find out more about how Social Security Scotland uses your data you can either:

- go to mygov.scot/social-security-data
- call us free on 0800 182 2222 and select the relevant benefit.

Please use a black pen and write in BLOCK CAPITALS. You should tick boxes in this form and if you make any mistakes, please put a line through errors clearly. If you need a new form, you can:

- request it by calling us free on 0800 182 2222
- download it from: mygov.scot/funeral-support-payment/how-to-apply

If you're helping to fill out this form as a friend or relative, put the details of the person who is applying on this page. You should not fill out page 20.

## Your details

If you're an appointee, Power of Attorney or legal guardian, you should fill out the details of the person whose affairs you look after on this page. You can then fill out your own details on page 20. If you're not an appointee, but want to become one, call us free on 0800 182 2222 for more information.

	Title (optional)	
	First name(s)	
	Last name	
	Date of birth	$D_1D$ $M_1M$ $Y_1Y_1Y_1Y$
If you do not let us know your National Insurance number, it may take longer for us to work out	National Insurar	nce number(if you know it)
whether you should get Funeral Support Payment.	Address	

If we need to send you letters, do you want letters sent to this address?

Yes	$\square$	
100	$\square$	

If no, tell us where you'd like letters sent:

Addr

ess	
code	

Post

You need to be getting at least one of these benefits to be able to get Funeral Support Payment.

#### We can only let you know if you're able to get Funeral Support Payment once we know the outcome of your other benefit applications.

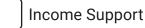
# Tell us which of these benefits you or your partner get

#### Select any benefits you or your partner are:

- currently getting
- have applied for and are waiting for the outcome.



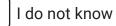
Universal Credit (UC)



- Pension Credit
- Working Tax Credit (disability or severe disability element)

Housing Benefit

- income-based Jobseeker's Allowance (JSA),
  - not contribution-based JSA <sup>ل</sup>
    - income-related Employment and Support Allowance (ESA), not contribution-based ESA
  - none of these benefits



Age of the baby, child or A stillbirth is when a baby dies after 24 completed young person weeks of pregnancy. You'll have received a stillbirth Tell us the age of the baby, child or young person who died certificate if your baby was stillborn. 16 to 17 years old If a baby died before 24 completed weeks of 0 to 15 years old pregnancy, unfortunately (This includes neonatal death) Funeral Support Payment cannot help towards Stillborn their funeral costs. If a baby was born alive If the baby was stillborn, tell us their details: before 24 completed First name(s) weeks of pregnancy, we (optional) can help towards the costs of their funeral. This is Last name because this is considered (optional) neonatal death and you'll have received birth and death certificates. Date of birth If you had to pay for Did the hospital arrange the funeral and pay all funeral costs? anything else related Yes No to the funeral, for example a headstone or flowers, select 'No' for this question.

# About the baby, child or young person

	Title (optional)	
	First name(s)	
er	Last name	
al	Date of birth	$D_1D$ $M_1M$ $Y_1Y_1Y_1Y$
'll ır	Date of death	$D_1D$ $M_1M$ $Y_1Y_1Y_1Y$
ent kly.	National Insura	nce number (optional)
t	Did the baby, ch to you? Yes No	nild or young person live at a different address
ual hey	If yes, tell us wh	Lere they lived:
s d.	Address	

Most young people over 16 will have a National Insurance number. If you tell us their National Insurance number, we'll be able to process your Funeral Support Payment application more quickly.

If the baby, child or young person who died was living somewhere different from their usual home address before they died, tell us the address where they usually lived.

For example, if they were living in a hospice when they died, tell us the address where they usually lived, not the address of the hospice.

Postcode

# Your relationship to the baby, child or young person

## If the funeral is for a young person over 16, were they your partner?

Yes

If yes, go to page 15.

No

#### If you have a partner that lives with you, your application will be made as a couple. This means if they're getting any of the benefits you need to get Funeral Support Payment, it may make you eligible.

You must tell your partner that you're giving their details on this form. They can find out more about how their data will be handled by reading Social Security Scotland's privacy notice at mygov.scot/ social-security-data

If you tell us their National Insurance number, we'll be able to process your Funeral Support Payment application more quickly.

#### Do you have a partner that lives with you?



\_ No \_

If yes, tell us their details:

First name(s)									
Last name									
Date of birth	$\left[ \right]$	/ <sub>I</sub> N	4		Ý				

National Insurance number (if you know it)

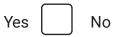
Address	
Postcode	

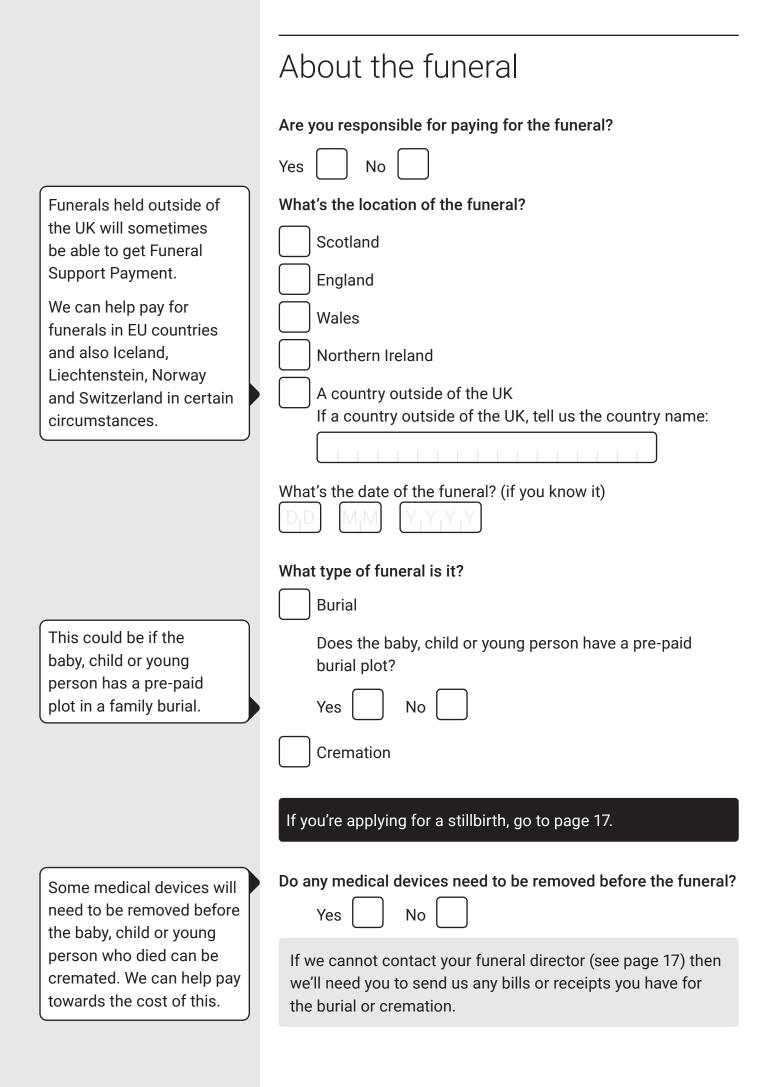
14

What's your, or your partner's, relationship to the baby, child or young person who died?
Tick one option only.
I'm their parent
I'm their brother or sister
I'm their grandparent
I'm their aunt or uncle
l'm their cousin
I'm their niece or nephew
l'm their friend
If other

#### If you're applying for a child under 16, go to page 16.

If the young person who died has a living partner, we'll contact you to find out why they're not making the application for the funeral. If the young person who died is 16 or 17, do they have a living partner?





A funeral director, often known as an undertaker, is the professional who's responsible for helping you plan a burial or cremation.

Tell us the business or organisation name of your funeral director.

We can progress your application more quickly if we can contact your funeral director to confirm details of the funeral and the costs involved. We'll need your permission before we can do this.

If we cannot contact your funeral director, you'll need to provide documents to confirm funeral details yourself.

Most people choose to pay their funeral director directly. You do not need to tell us their bank details, we'll contact your funeral director to get this information.

## About your funeral director

#### Are you using a funeral director?

Yes

No

#### If no, go to page 18.

#### If yes, tell us their details:

Organisation name	
Town or city	
Postcode	
Phone number	
Can we contact	your funeral director about your application?

Yes

No

Do you want us to pay Funeral Support Payment directly to your funeral director?



No

#### Do you need to pay for travel costs? You can get help towards travel costs for one return No Yes journey to either the: • place where you're If no, go to page 19. arranging the funeral, or • funeral location. Which journey do you want us to help pay for? This includes travel by return journey from your home to the funeral location, or bus, train and your own return journey from your home to the location where you're car. You can sometimes arranging the funeral get money towards travel by taxi, boat and What transport did you use for this journey and how much did plane. It does not include it cost? travel in a funeral car. Tick all that apply. Bus £ Train £ Car miles We'll work out the cost of the journey for you. Taxi £ Other £ If other, what type of transport did you use?

We'll need you to send us any travel bills or receipts for the journey you want us to help pay for.

## Help paying for travel costs

# Help paying for medical certificates

Skip this page and go to page 20 if the funeral is for a baby who was stillborn.

#### Do you need to pay for any medical certificates?



No

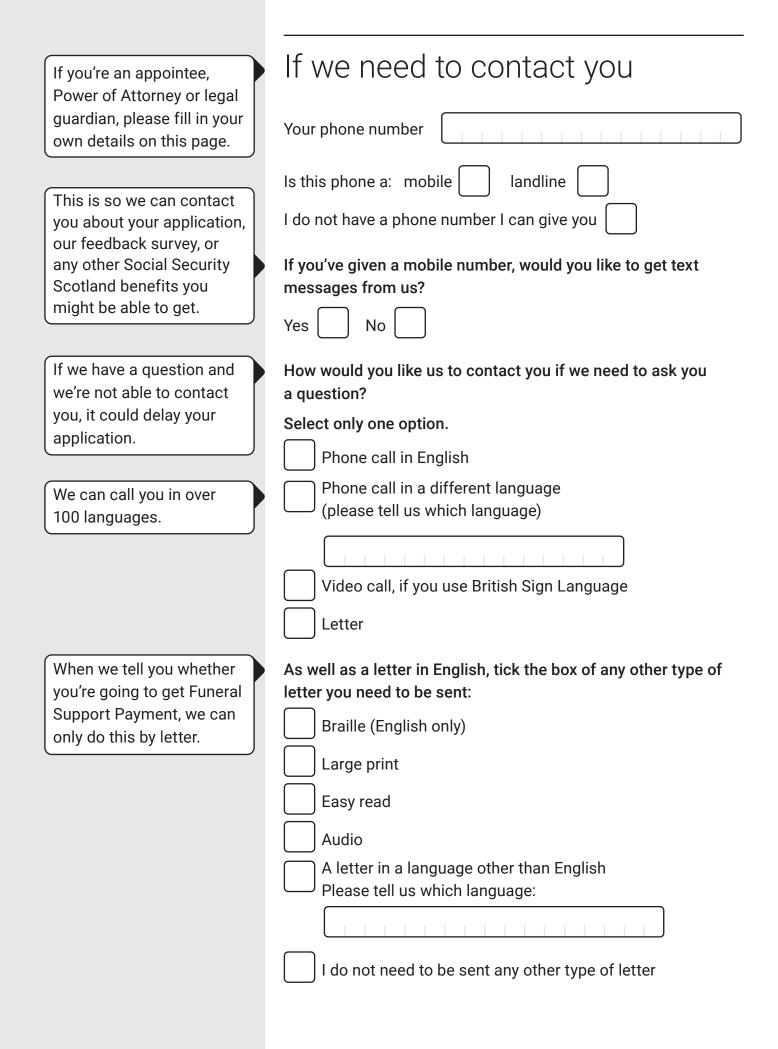
For example, a Medical Certificate of Cause of Death may be needed to allow the funeral director to go ahead with the burial or cremation. This information is only needed for funerals taking place outside of Scotland.

How much have you paid, or will you need to pay, for medical certificates?

£
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We may need you to send us receipts for any medical certificates you want us to help pay for.

You should only fill out this section if you're someone who has the legal right to apply for someone else, or need to	If you're filling in this form on behalf of someone who cannot manage their own affairs		
help someone who cannot manage their own affairs.	If not, go to pa	age 21.	
This could be if you're legally someone's:	We'd like you to	give us your own details.	
appointee	First name(s)		
Power of Attorney			
• legal guardian.	Last name		
If you're completing this			
If you're completing this form as part of your job, you do not have	Date of birth	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	
to fill in your National	National Insurance number (if you know it)		
Insurance number.			
You only need to tell us	Company or organisation name		
this if you're part of an			
organisation, helping someone to fill in this form as part of your job.	Address		
	Postcode		
	If we need to se this address?	end you letters, do you want letters sent to	
	Yes No		
	lf 'No', tell us wh	nere you'd like letters sent:	
	Address		
	Postcode		



We'll only hold one bank account against your name. This will mean all the benefits you receive from us will be paid into the latest bank account you have provided.

Write the name as it's shown on the bank card, chequebook or statement.

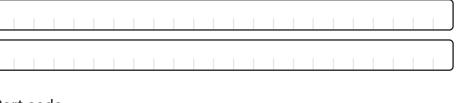
Your sort code has six digits and your account number has eight digits. You can find both of these on your bank card or statements.

## Payment details

#### Give details of the bank, building society or credit union account you want Funeral Support Payment paid into.

Your payment can be paid into your account or someone else's. If you're using someone else's bank account, you need to make sure they agree. You should also be sure you'll be able to access the money. The account holder can find out more about how their data will be handled by reading Social Security Scotland's privacy notice at mygov.scot/social-security-data

Name on account



#### Sort code

	, ,	

#### Account number

Building society or credit union reference number (you only need to fill this in if your account has one)

#### Is this your bank account?



No

If 'No', you'll need to confirm that you have permission to use this bank account.

I'm using someone else's bank account and they've agreed to let me use it.

#### If you've agreed another way to be paid with the DWP (Department for Work and Pensions) because you do not have a bank account

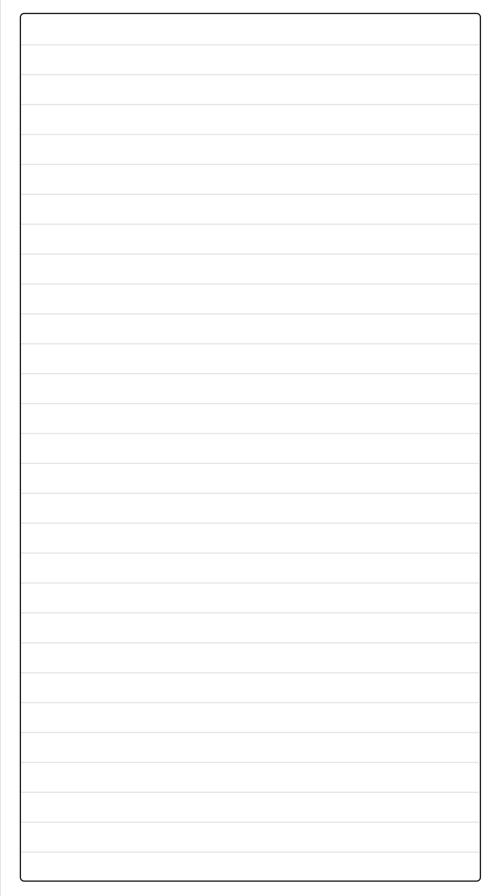
You can be paid Funeral Support Payment in the same way you're being paid for other benefits.



I do not have a bank account and I want to be paid Funeral Support Payment in the same way I've agreed to be paid for other benefits. You only need to add something if you think there's anything we haven't covered in the form that we need to know. You can add anything else that might explain why it was reasonable for you or your partner to take responsibility for the funeral costs.

You can also use this page to tell us about any COVID-19 related delays to your application.

# If you think there's anything else we need to know



If you run out of space, you can carry on writing on another sheet of paper and send this to us with your form.

# Things you need to agree before you send us your application

Tick the boxes to show that you've read and agree with the statements:

I declare that my current benefit claim is correct, complete and up to date as far as I know and believe.

As far as I know and believe, I declare that the information I have given in this form is correct and complete.

I understand that I may be prosecuted if I provide details that are not complete or correct. I also understand money may be taken back from me if I'm paid too much.

Our privacy notice sets out how we process and protect personal data and your rights in respect of your own information. Read the notice at mygov.scot/social-security-data or call us free on 0800 182 2222 and select the relevant benefit.

Your signature

Date $D_1 D_1 M_1 M_2 Y_1 Y_1 Y_1$	

### Sending us your application

Please put this form, and any certificates, receipts or bills, in the pre-paid envelope given to you with this form.

If you do not have this envelope, call us free us on 0800 182 2222 and we'll send you one.

If you'd prefer to, you can send your documents to:

Social Security Scotland PO Box 10311 DUNDEE DD1 9GH

Please write the following information on your photocopied documents:

- your full name and date of birth
- your National Insurance number
- the words 'Funeral Support Payment', so we know what you're applying for.

#### To upload documents online

Uploading documents online is the fastest way to get them to us. You can find out how to do this by going to: https://documents.socialsecurity.gov.scot/

## What happens next

If you've asked for an email or a text message, we'll send you one when we've got your form. We'll also:

- send you a letter telling you whether you're going to be paid Funeral Support Payment
- contact you, using the method of contact you chose on this form, if we need to ask you any questions

If you or your partner are not getting any qualifying benefits, but have applied for one, we can only let you know if you can get Funeral Support Payment when we know the outcome of your benefit applications.

### Contact us

You can call us free on 0800 182 2222 if you want to get in touch about your application. If you have any questions, or want to check the progress of your application, we'll be able to do this quicker if you know your National Insurance number.

Our call centre opening times are Monday to Friday 8am to 6pm.

If you're a British Sign Language (BSL) user, you can contact us via our national BSL video relay service, contact SCOTLAND-BSL. For more information, visit contactscotland-bsl.org

### If you need any extra help

If you'd like someone else to help you fill in your application, contact Citizens Advice Scotland. You can find contact details for your nearest branch by visiting cas.org.uk/bureaux.

If you'd like support or want someone to talk to, call Cruse Bereavement Care on 0845 600 2227. You can also visit mygov. scot/bereavement-support.

If you'd like any advice or information about what to do when a baby, child or young person dies, visit mygov.scot/whensomeone-dies.



If there's something else you need help with, or you want this form in other formats, call us free on 0800 182 2222.



## Please complete the following form and return it with your Funeral Support Payment application



## Funeral Support Payment Equalities Survey

This is a survey where we will ask you information about yourself. **You should return this form alongside your application.** Your answers to these questions will not affect the decision we make and will not be seen by anyone making decisions about your application.

The information that you give in this Equalities Survey will be used to help us understand who is using our services and to find out if any groups of people are having a different experience when dealing with us. If they are, we will make changes to the application process to make sure that everyone who applies is treated with dignity and respect.

We will use some information, your post code and date of birth, to link to the outcome of your application. This will help us to see if there are any patterns in application outcomes for different groups of people.

Please remember that you should answer the questions about yourself and not anyone you are applying on behalf of. You can respond 'prefer not to say' at any time, for any question in this survey.

For each question, please place a cross in the box/boxes next to the answer that is accurate for you.

Social Security Scotland processes lots of data to do our job. We are committed to protecting and respecting your privacy. To find out more about how Social Security Scotland uses your data you can either:

• go to mygov.scot/social-security-data

mygov.scot

• call us free on 0800 182 2222 and select the relevant benefit.

Once finished, return this form in the pre-paid envelope alongside your application. If you do not have this envelope, call us free us on 0800 182 2222 and we'll send you a new one.

> Social Security Scotland PO Box 10311 DUNDEE DD1 9GH

1	About you - This allows us to check if there are any patterns in application
	outcomes for different groups of people.

	outcomes for unreferit groups of people.				
	What is your date of birth?				
	What is your post code?				
2	<ul> <li>2 What is your ethnic group?</li> <li>Choose ONE section from A to F, then tick ONE box which best describes your ethnic group or background</li> <li>A – White</li> </ul>				
	1   Scottish   2   Other British   3   Irish   4   Gypsy/Traveller   5   Polish				
	6 Other white ethnic group, please write in				
	B – Mixed or multiple ethnic groups				
	7 Any mixed or multiple ethnic groups, please write in				
	C – Asian, Asian Scottish or Asian British				
	8 Pakistani, Pakistani Scottish, or Pakistani British				
	9 🔲 Indian, Indian Scottish, or Indian British				
	10 Bangladeshi, Bangladeshi Scottish, or Bangladeshi British				
	11 Chinese, Chinese Scottish, or Chinese British				
	12 Other, please write in				
	D – African				
	13 African, African Scottish or African British				
	14 Other, please write in				
	E – Caribbean or Black				
	15 Caribbean, Caribbean Scottish, or Caribbean British				
	16 Black, Black Scottish, or Black British				
	17 Other, please write in				
	F – Other ethnic group				
	18 Arab, Arab Scottish or Arab British				
	19 Other, please write in				

3 How would you describe your gender identity?			
1 Man			
2 Woman			
3 In another way (if you would like to, please tell us what other words you would use)			
4 Prefer not to say			
4 Do you consider yourself to be a trans person?			
('Trans' is a term used to describe people whose gender is not the same as the sex			
they were assigned at birth.)			
1 Yes 2 No			
3 Prefer not to say			

5 Do you have a physical or mental health condition or illness lasting or expected to last 12 months or more?

1 Yes 2	No
3 Prefer not to	say

6 If yes, does this condition or illness affect you in any of the following areas? (select ALL that apply):

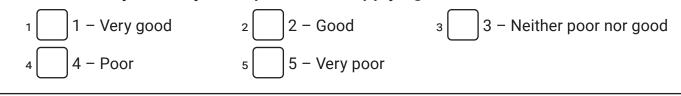
1	$\square$	Vision (for example blindness or partial sight)		
2		Hearing (for example deafness or partial hearing)		
3		Mobility (for example walking short distances or climbing stairs)		
4		Dexterity (for example lifting or carrying objects, using a keyboard)		
5		Learning or understanding or concentrating		
6		Memory		
7		Stamina or breathing or fatigue		
8		Socially or behaviourally (for example associated with Autism, Attention Deficit Disorder or Asperger's Syndrome)		
9		None of the above		
10		Other (please specify)		
11		Prefer not to say		

7	7 Which of the following best describes how you think of yourself?			
	1	Heterosex	xual/Straight 2 Gay/Lesbian 3 Bisexual	
	4 In another way (please write in)			
	5	Prefer not	t to say	
8	8 What religion, religious denomination or body do you belong to?			
	1	None	2 Church of Scotland 3 Roman Catholic 4	Other Christian
	5	Muslim	6 Buddhist 7 Sikh 8	Jewish
	9	Hindu	10 Pagan	
	11	Another r	religion (please write in)	
	12	Prefer no	ot to say	

#### About your experience with Social Security Scotland

The following questions are optional. **It would help us if you could complete them** so we know how you've found this service so far. You can skip this section if you do not wish to rate the service and provide some feedback.

9 How would you rate your experience of applying?



**10 If you have any other feedback for us, you can write it in the box below** You can use this space to tell us what you liked about this application form, or if you think there is anything we could do to improve it.

