



BRANDON T. NICHOLS
Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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The Following Memo is a Sample Only

**The memorandum should be drafted on DCFS Letterhead*

Request for Net County Cost for Funeral Expenses Memorandum Template



Date:

To: Rogelio Tapia, Administrative Deputy
Bureau of Finance and Administration

Rogelio Tapia, Admin Deputy Date

From: Name of Corresponding Regional Deputy Director
Deputy Director Location

Net County Costs (NCC) FUNDS Request: Child/Youth/NMD's Name and DOB; State ID

The Department is requesting funding in the amount of \$ (funeral arrangements costs amount) Net County Costs (NCC) to cover funeral arrangements and services for child/youth/NMD (Name of child/youth/NMD) rendered by (name of vender).

(Include service component information and circumstances surrounding the child/youth/NMD's passing. Explain and justify the expense and the need for NCC funding.)

Attached for your review and approval, please find the DCFS 5540, DCFS 835-B, Invoice for Funeral Goods and Services, Court minute order **(if applicable)**, and W-9. There are no other funding sources to assist with these costs.

"To Enrich Lives Through Effective and Caring Service"