
CLAIM AGAINST THE DISTRICT PROCEDURES (RSK-P101)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 The process for filing a claim beginning with a Claim District Form

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Office Tech III

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Risk Management Director

4.0 DEFINITIONS:

- 4.1 SIA – Schools Insurance Authority

5.0 PROCEDURE:

- 5.1 Claimant will obtain form and letter by mail.
- 5.2 Completed form will be sent back to Office Tech III along with any documents that may pertain to claim.
- 5.3 Office Tech III will date stamp Claim Form and fax to SIA for claim processing.
- 5.4 Office Tech III will create a claim file folder and index card.
- 5.5 All rejection letters will be sent out of Risk Management by Office Tech III as instructed by SIA.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Any documentation from Attorneys offices and claimant received by Office Tech III should be date stamped and faxed to SIA and added to claimant file.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Claim File Cases Numbered and indexed.	File Storage and scanned	Case file boxed when closed – scanned and retained indefinitely	N/A	Secured Area Court order and Attorneys released only.

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release

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