

**SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES**

All claims against School for Integrated Academics and Technologies (“SIATech Academy South”) shall be filed pursuant to Government Code Section 910. Claims shall be filed in the office of the Superintendent/CEO or designee. Claims shall be filed on SIATech Academy South Form B600, Claim against School for Integrated Academics and Technologies.

After review and investigation by the Superintendent/CEO or designee, all claims under \$1,000 shall be recommended for acceptance or denial. All claims over \$1,000 shall be forwarded to Board of Directors for appropriate action. Claimants shall be notified of the action taken by the Board on SIATech Academy South Form B600-A, *Notice of Action or Rejection of Claim*. The form shall be sent to the claimant by certified mail, return receipt requested. The mailing receipt shall be attached to the notice and retained in the school’s files.

A determination shall be made concerning which claims and notices of action shall be sent to SIATech Academy South’s insurance carrier. Claim amounts falling within the SIATech Academy South self-insured retention level will be handled by SIATech Academy South staff.

Claims received beyond the six-month limitation shall be returned to the claimant without action acknowledging that the claim has been filed beyond the legal deadline. Timely claims that are legally insufficient shall be returned to the claimant with a blank claim form and a notice explaining the insufficiency.

**DATE OF ADOPTION BY THE BOARD: October 20, 2015**