

SCHOOL FOR INTEGRATED ACADEMICS & TECHNOLOGIES

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

After review and investigation by the CSS/CEO or designee, all claims under \$1,000 shall be recommended for acceptance or denial. All claims over \$1,000 shall be forwarded to the Executive Board for appropriate action. Claimants shall be notified of the action taken by the Board on SIATech 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’s insurance carrier. Claim amounts falling within the SIATech self-insured retention level will be handled by SIATech 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: JUNE 15, 2004