

GCCCD

District Services

QUICK REFERENCE

Property and Liability Claim

CLAIMS AGAINST GCCCD

When a claimant calls/visits/emails Employee & Labor Relations to inquire about making a claim against Grossmont-Cuyamaca Community College District, the claimant is provided a claim form, either in person, through Forms Depot, via email or fax if requested. Claimant may also access the claim form online at www.gcccd.edu. For student injury claims, please review the Student Accident and Injury Claims Processing Quick Reference.

Claimant submits completed "CLAIM AGAINST THE GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT" form (link below) and attaches supporting documentation (including photos, police report, estimates, etc.). <http://www.gcccd.edu/formsdepot-hsb/documents/GCCCD.Claim.form.pdf>

Claims Against GCCCD Procedure Steps:

1. Employee & Labor Relations receives claim form, creates liability claim folder including date of receipt, supporting documentation and claims log, etc. and enters claim information into Liability Claim Database. Employee & Labor Relations will request a copy of the police report and witness statements within a week of claim receipt.
2. Claims received without complete documentation, or missing information, will be considered pending until information is received. A letter of incomplete claim will be mailed to claimant requesting information within 30 calendar days.
3. Employee & Labor Relations discusses completed claim(s) and forwards recommendations to Claims Committee within 2 weeks of receiving the claim.
4. If claims committee recommends insurance provider analysis, the liability claim forms are forwarded to insurance provider for review.
 - A. Insurance Review:
 - Claims submitted for review by the insurance provider.
 - A receipt letter is sent to advise claimant that claim is being forwarded to insurance provider for consideration.
 - Insurance provider reviews claim and provides an investigation (through CorVel) if further information is needed (findings).
 - Insurance provider completes findings based on information provided. If claim is approved, insurance provider works with GCCCD to finalize claim. If claim is denied by insurance provider, the denial is forwarded via email to Employee & Labor Relations, with written reason for denial.

B. Approved:

If insurance provider or committee recommends settlement via District SIR (Self-Insured Retention) Fund:

- Approved Claims via GCCCD/Self Insurance Retention (SIR) Fund.
- A letter is sent to claimant requesting information including Payee Data Record and Release Form for claim settlement processing.
- Completed Payee Data Record and Release Form are received by Employee & Labor Relations and included in Liability Claim file.
- Check request is created and charged to 1215101-5427 and routed for signature based on approved claim amount with attached documentation.
- Settlement check will be mailed to claimant at the address provided on the Payee Data Record. Updated Liability Claims Database is forwarded to Vice Chancellor of Business Services and Director of Employee & Labor Relations.

C. Denied:

- ELR forwards insurance provider denials, including a copy of the claim log and claim form, to Vice Chancellor of Business Services to submit for Board approval.
- Confirmation of Board action will be forwarded to Employee & Labor Relations.
- Denial letter will be prepared by ELR, signed by Director of ELR, a copy is routed to Vice Chancellor of Business Services and letter is mailed to claimant.

Once claim is processed, approved or denied, all paperwork is entered in liability claim file and claim is closed in Liability Claim Database. The database is emailed to Vice Chancellor of Business Services and Director of Employee & Labor Relations. File is then closed and maintained in Employee & Labor Relations as a permanent file.

CLAIMS ON BEHALF OF GCCCD

If property damage has occurred to property on any campus within the Grossmont-Cuyamaca Community College District, a claim may be made on behalf of GCCCD through Employee & Labor Relations under the Property and Liability Procedure.

A claim request form can be requested from Employee & Labor Relations. To request a claim, please complete the form and attach a copy of all supporting documentation (including photos, police report, estimates, etc.). Submit the information to Employee & Labor Relations for processing.

If the claim was settled and an amount awarded to the District, the settlement check will be deposited into budget #1215101-5499. Business Services will verify the abatement key and object code. Once the settlement check has been deposited, an expense transfer will be completed according to the Claims Request Form information submitted by the department responsible for the damaged property.