



**Administrative Offices**  
1163 E. Seventh Street  
Chico, CA 95928-5999

530/891-3000  
fax 891-3220  
[www.ChicoUSD.org](http://www.ChicoUSD.org)

## **CUSD CLAIMS HANDLING PROCEDURES**

### **General Procedure**

Any and all claims for money or damages against Chico Unified School District must be presented to the District Business Services Department on a Claim for Injury, Damage and/or Indemnity Form. The claims will be presented to the District's insurance provider for review, who will then open a claim, and perform an assessment. Once assessment concludes, a certified letter will be mailed to the claimant, notifying the claimant of determination made.

### **Time Limitations, Government Code 905, 911.2**

Claims for money or damages relating to a cause of action for death, injury to person or personal property, or growing crops, shall be presented to the District not later than six (6) months after the accrual of the cause of action (Gov Code 911.2)

Claims for money or damages that are not included in the above paragraph shall be filed not later than one year from the date of the cause of action.

Claims for money or damages specifically excepted from Government Code 905 shall be filed not later than six (6) months after the accrual of the cause of action (also Gov Code 935).

### **Late Claims**

Claims under Time Limitations above which are filed outside the specified time limitations, must be accompanied by an application letter to file a late claim. The application letter must contain an explanation of why your claim is late and be accompanied by the claim form. The Board or Superintendent may, within forty-five (45) days, give written notice that the claim was not filed timely and that it is being returned without further action.