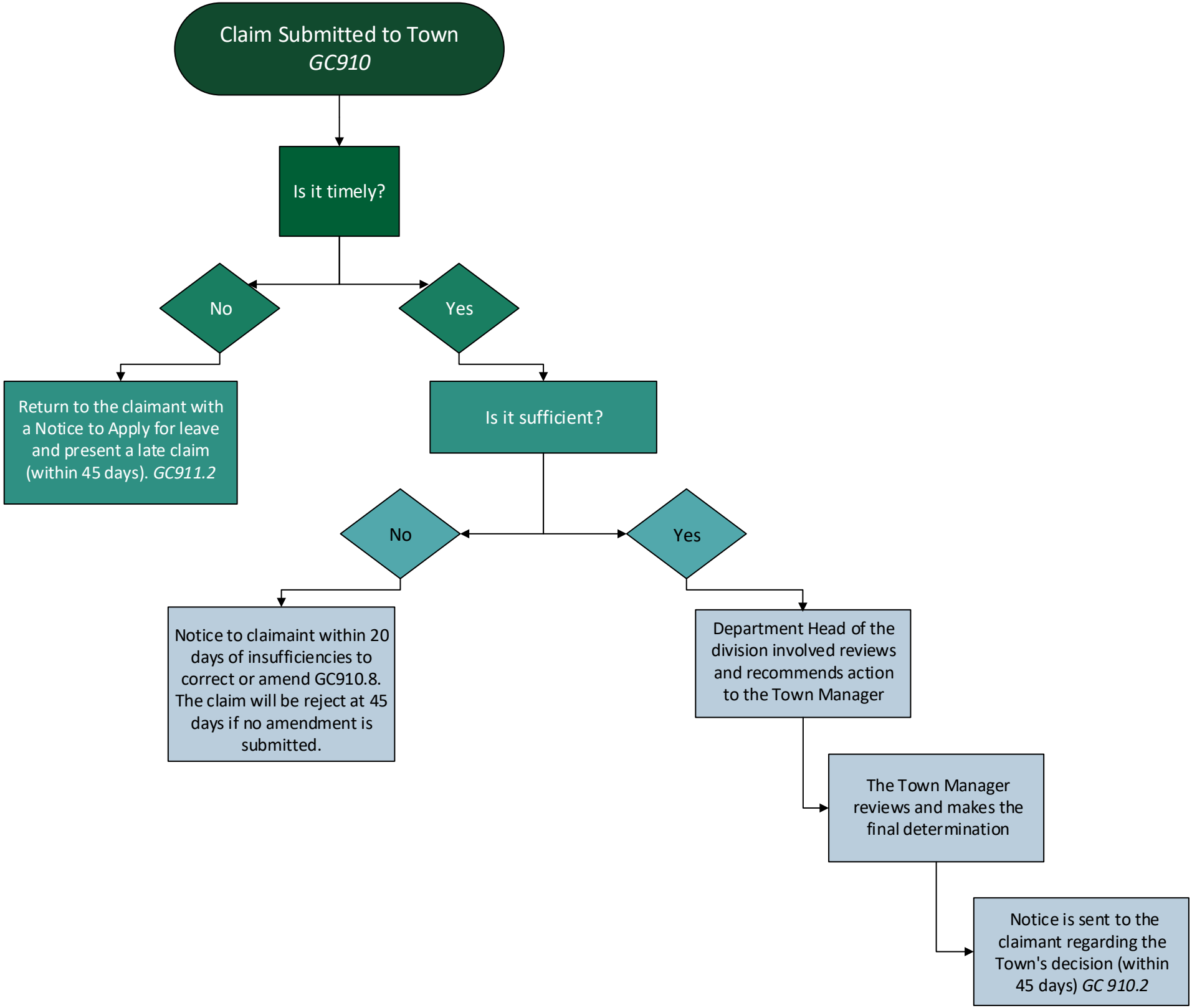
Claim Submitted to Town
GC910
Is it timely?
No
Yes
Return to the claimant with a Notice to Apply for leave and present a late claim (within 45 days). GC911.2
Is it sufficient?
No
Yes
Notice to claimaint within 20 days of insufficiencies to correct or amend GC910.8. The claim will be reject at 45 days if no amendment is submitted.
Department Head of the division involved reviews and recommends action to the Town Manager
The Town Manager reviews and makes the final determination
Notice is sent to the claimant regarding the Town's decision (within 45 days) GC 910.2