

CITY OF EAST PROVIDENCE

CLAIMS PROCEDURE

1. The claim must be submitted to the Law Department, 145 Taunton Avenue, East Providence, RI 02914.
2. The Claim will be scheduled for review at the next scheduled Claims Committee meeting provided all reports from the necessary City officials have been obtained. The Claims Committee normally meets on the first and third Tuesday of each month. The Claims Committee will then submit a recommendation to the City Council.
3. The City Council will officially approve, deny or refer a claim. All claims over \$2,500.00 are referred to the Law Department for processing by the City's insurance carrier.
4. If a claim is under \$2,500.00 and approved by the City Council, the claimant will be forwarded a release to be signed and returned to the Law Department. Upon receipt of the signed release, a check will be forwarded to the claimant. Allow two weeks for processing of approved claims.
5. If the City Council refers the claim to the Law Department for processing by the City's insurance carrier, the claimant will be notified when the claim has been referred and who to contact regarding the claim.
6. If the City Council refers the claim to a contractor or some other responsible party, the claimant will be notified by mail indicating the name and address of the contractor or responsible party. A copy of the claim will be forwarded to the contractor or responsible party. A copy of the claim will be forwarded to the contractor or responsible party by the Law Department. After referral, any questions the claimant may have regarding his/her claim should be directed to the contractor or responsible party.
7. If the City Council denies the claim, the claimant will be notified by mail.

UNLESS YOU HAVE BEEN NOTIFIED THAT YOUR CLAIM HAS BEEN REFERRED TO ANOTHER PARTY, ALL TELEPHONE INQUIRES SHOULD BE DIRECTED TO THE LAW DEPARTMENT AT 401-435-7523.