

# DOF Claims Processing Flow Chart

IMT settles claims except for MAs per its delegation (usually no more than \$1000.00)

IMT sends unsettled claims to Incident Area Office with recommendation

Claims related to Innovative Procurement, Fire Hire, employee or Fire Department

Claims related to MA or other DNR Procurement created contract

Is Claim \$5000.00 or less?

No

Yes

Area Forester sends recommendation to Regional Admin Officer

Area Forester approves or denies; sends to Admin Officer to inform claimant

Regional Forester approves or denies

Approve: Region sends to Area to submit for payment and inform claimant

Deny: Region informs claimant; copy to Area

NOTE: Claimant has 90 days to submit claim upon release. State has 90 days from receipt of claim and back up documentation to make a decision and notify claimant.

Area Forester sends recommendation to Regional Admin Officer

Regional Forester sends recommendation to DNR Procurement

DNR Procurement approves or denies; returns claim to Admin Officer

Approve: Region sends to Area to submit for payment and inform claimant

Deny: Region informs claimant; copy to Area

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