School Innovations & Advocacy

MANDATED CLAIM PREPARATION

Government Code Section 17552

District/COE/CCD_____ **Department/Site**_____
Fiscal Year_____ **Name/Title**_____
Signature_____ **Date**_____

School districts, coe's, and ccd's must file reimbursement claims to recoup the costs of complying with various state mandated activities. All costs to prepare reimbursement claims including the time spent maintaining time logs and statistics sheets are reimbursable.

COMPLETE AND SIGN LOG MONTHLY			
DATE (MM/DD/YY)	**TIME SPENT COMPLETING TIME SHEETS/GATHERING INFORMATION NEEDED TO FILE CLAIMS**	**TIME SPENT TRAINING EMPLOYEES ON THE MANDATED CLAIM PREPARATION PROCESS *(ATTACH SIGN-IN SHEET IF APPLICABLE)***	**MAILING AND SUPPLY COSTS *(ATTACH INVOICES IF APPLICABLE)***
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Total	**D2A**	**D2B**	

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If you have questions about this form, please call School Innovations & Advocacy at (877) 954-4357.