Restitution Claims Process Checklist: Eckerd Connects

This is the checklist for the State Institute Claims form for property damages and/or direct medical expenses for injuries caused by shelter and foster children. In order for the claim to be processed timely, we are requesting that the claimant submit this information within thirty days of the incident to Eckerd/Case Management to ensure all parties are able to review and sign the document. The reason for the request to be in within 30 days is due to there being a 120 day timeframe for DCF. If all information is not received to DCF prior to 120 days of the incident, the claim will be automatically denied.

What is needed to be completed?

___ Restitution claims form (State Institution Claims Program Form) – fill out completely

- Section one (needs to be signed)
- Section two (completely – including question 7)

___ Attach photos of incident
___ Attach police report
___ Attach incident report
___ Attach quote for replacement (needs to be completed within 30days of incident)
___ Attach insurance claim (If applicable)

Submit claim to: (within 30 days of incident)
___ Assigned Case manager
___ Assigned Licensing specialist
___ Utilization management specialist
– restitutionclaims@eckerd.org and kellylewis@eckerd.org

If there are any questions or you need assistance on the process, contact UM, Kelly Lewis.
Thank you,

Kelly Lewis, CWCM-S
Utilization Management Specialist
Out of Home Care

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