

## Checklist for Claims

Status	Date	Task
		Consultant sends claim with documentation to DOTD Project Manager (PM)
		PM sends recommendation and any additional information to the Contract Claims Team (CCT) Chairman
		CCT Chairman logs in claim
		CCT Chairman schedules team meeting
		Team discusses claim
		Team may request additional information from PM or consultant
		Team makes recommendation
		Team Chairman send recommendation to Chief Engineer's designee
		Chief Engineer's designee determines whether to pay claim and notifies consultant and CCS in writing
		<b>If claim approved</b> , in whole or in part, and is a <b>PODI</b> , CCS sends to FHWA for concurrence.
		<b>If claim approved</b> , in whole or in part, CCS Administrator prepares receipt and release and forwards to consultant for signing
		Consultant signs and returns original receipt and release to CCS Administrator
		CCS processes for payment
		If consultant disagrees with decision to deny claim in whole or in part, consultant may send an appeal in writing to the Chief Engineer
		Chief Engineer schedules a meeting with consultant and CCT to hear appeal
		Chief Engineer notifies consultant, CCT Chairman, and CCS of decision