



CITY OF KIRKLAND
Human Resources Department
505 Market Strreet, Kirkland, WA 98033 425.587.3210
www.ci.kirkland.wa.us

MEMORANDUM

To: LEOFF I Members
From: LEOFF I Disability Board
Date: February 15, 2005
Subject: LEOFF I Disability Board Claims

It has come to the attention of the Disability Board that members may not be aware of the six month window of time for submitting claims. The exception to this rule is prescription claims and Medicare reimbursement. All other claims must be submitted within six months of the date of service. The Board is allowing an amnesty period of 60 days until April 30, 2005, for members to submit out of date claims. After April 30, 2005, claims older than six months will be denied. This is in compliance with the City of Kirkland Disability Board policies and procedures 15.a. under General Provisions that states that, "Other claims must be submitted to the Board within six months of the billing date". A copy of the most recent policy will be sent to you in a few months.

Also, Dana Bartol will be going out on maternity leave for three months starting around March 15, 2005. Val Brandt-Ita will be the contact while Dana is on leave. If you have any questions, please call Val Brandt-Ita at 425-587-3217. You can continue to send your claims to Human Resources, 505 Market Street, Suite B, Kirkland, WA 98033.