

CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.

SERVING 16 DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN.

WISCONSIN AND ONTARIO. CANADA

6220, 6250, 6270, 6290, 6310, 6330, 6400, 6420,
6440, 6450, 6460, 6490, 6510, 6540 6560, 6580

FOR ANYONE ASSISTING INBOUND STUDENTS WITH CLAIMS.

PLEASE READ THIS CAREFULLY

The claim form should not be given to the INBOUND students. All claims should be handled by the YEO or someone in the club. There are a lot of claims that are not being handled properly due to a lack of information. Many times when claims are submitted there is a need for additional information.

When students get these requests for additional information they either don't understand them or they ignore them, thus the matter remains open until someone gets upset about it. I would like to avoid bill collectors and irate providers.

On all claims the present address of the Inbound students should read c/o (YEO and his/her address). This will mean that all correspondence will come to that individual and they can monitor the claim. In most cases they can obtain the needed information and get **the claim closed in a timely fashion.**

This individual would then be in a position to know the status of a claim, how much was paid, if it wasn't paid they would know why it wasn't.

Using this procedure can avoid a lot of problems.

If you have any questions give me a call

Bob Hosch

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