

Claims

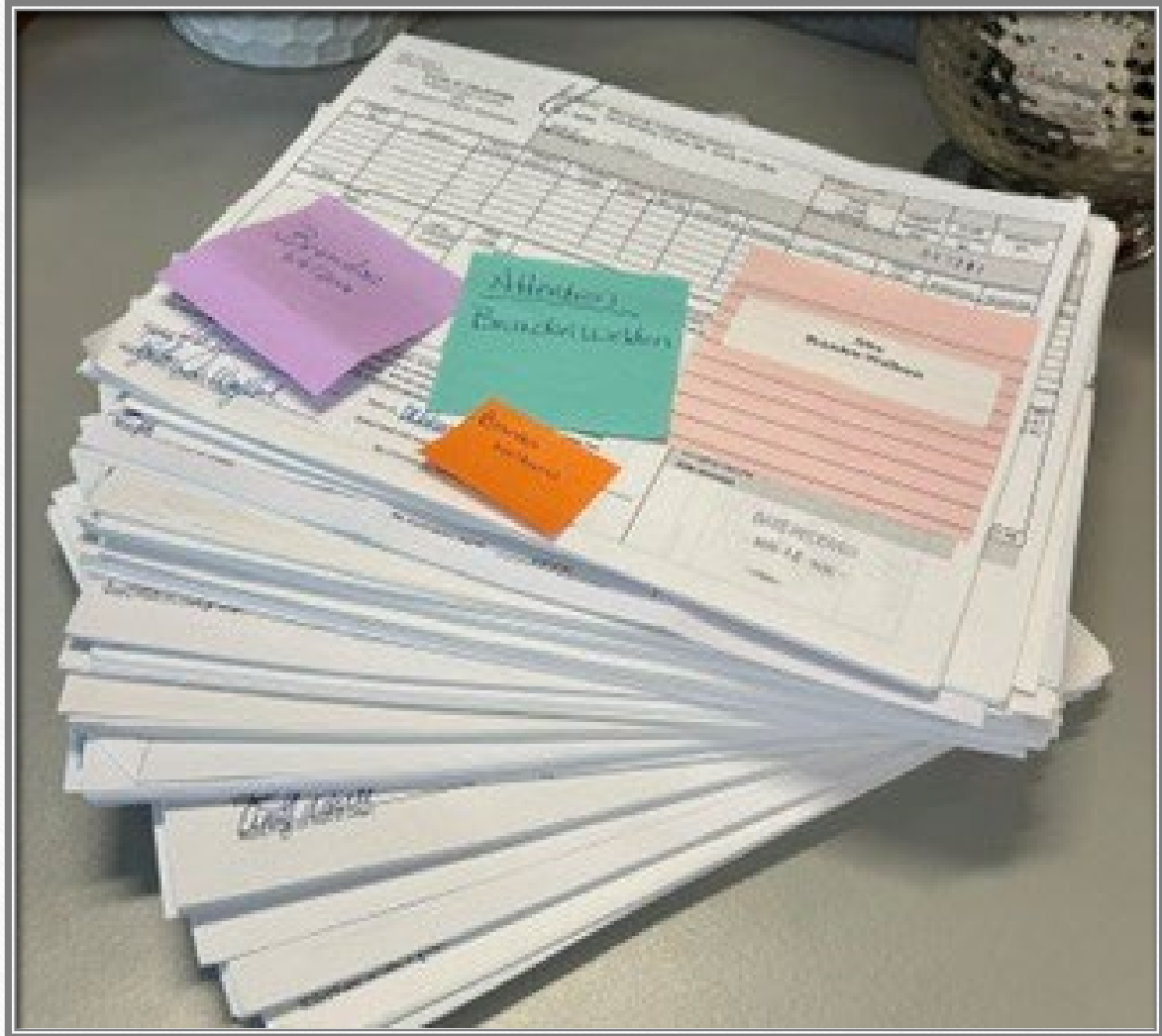
The OCC Process

Steps for Reimbursement Claims

- Incoming mail – Who receives the mail
- Steps of processing the mail – multiple steps are taken in processing mail
- What happens to the mail once it is processed
- Sticky notes addressed to the person/division it belongs to-why is this important

Just Another Day

- This is what one day's incoming reimbursement claims looks like
 - In fact, this was Monday's incoming mail
- This will give you an idea of how much arrives at the OCC and these are just District Services



First In-First Out

- Claims are processed based upon the date received – unless the claim is incomplete
- There are many steps to processing a reimbursement claim
- The Claims Checklist is a great resource tool to use when assembling claims
- Why claims are rejected, or returned to a district
- How to ensure your reimbursement is processed and sent out quickly

▶ Why Are Claims
Rejected or Returned?



Finance Team

The Finance Team comprises the people who are next in the process of turning your claim into an actual reimbursement that shows up in your district's bank account

Finance Team

- Exactly What does the Finance Team Do?
- District Services and the Finance Team Don't Perform Same Roles
- Upper Management Approval, Authorization and Signatures



OMES

- OMES - Stands for: Office of Management and Enterprise Services
- The Finance Team Scans every claim to OMES to be processed
- OMES is responsible for the processing of direct deposits---Not OCC
- Once claims are scanned to OMES, OCC no longer has any control over the claim
- OMES has internal/operational procedures – acts as Treasury for reimbursements/payments

Example of Advice Statement sent from OMES

Remitting Agency	Voucher	Invoice	Invoice Date	Amount	Message
CONSERVATION COMMISSION	00080026	545983	2025-12-09	8431.08	NOVEMBER 2025 SALARY & OP EXP
			Grand Total	8431.08	



What if you have a question(s) about your claim?

One Big Request

Barcodes & QR Codes





QUESTIONS