

#### **10A NCAC 01C .0304 PROCEDURE FOR REQUESTING REIMBURSEMENT**

The division/facility director shall determine the procedure for seeking reimbursement subject to the following limitations:

- (1) a written account of the incident which resulted in the request shall be prepared by the employee, volunteer, or client (or client representative) and presented to the facility director or designee within 48 hours of the time that the employee, volunteer, or client becomes aware of the incident. If a client requests assistance from facility staff in preparing this account, the assistance shall be provided to the client;
- (2) the written account must include:
  - (a) a brief description of the incident including date, time, place and individuals involved; and
  - (b) a description of the item(s) for which reimbursement is sought, including cost, age, and in the case of damaged property, a description of the damage. Damaged articles must be made available for inspection by facility personnel at the request of the facility.

*History Note:* Authority G.S. 143-127.2;  
Eff. June 1, 1987;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 23, 2017.