

Disaster Financial Assistance **Module II- Claims Preparation**

Course Sponsor:

Manitoba Emergency Measures Organization (MEMO)

Target Audience:

Municipal staff responsible for expenditure tracking and claim preparation

Course Description:

Duration – 1 Day

This module will provide greater detail on the specific administrative requirements of the Disaster Financial Assistance (DFA) program. Participants will apply concepts in a paper-based exercise.

Course Objectives:

Topics include:

- Tracking costs associated with pre-emptive actions, emergency response and infrastructure restoration
- Preparing claim submissions
- Processes used to audit claims
- How impact assessments can be used to determine where and when to request DFA
- Procedure for requesting DFA

Prerequisite:

None

Type of Instruction:

Participants will apply concepts in a paper-based exercise.

Course Availability:

By request

Cost:

No cost to participant. Travel, accommodation and meal expenses are the responsibility of the participant or their sponsor.

Point of Contact:

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Additional Comments:

MEMO reserves the right to cancel a course or change dates due to unforeseen circumstances.