

Requesting Additional Loss Control Funds for a member:

If your member wants you to do work but they don't have enough service hours (their loss control allocation) available, sometimes the captive can make additional funding available. *Don't promise the work or perform the work until you have received confirmation that the funds will be available.* We won't get paid for work that is done if the member does not have the loss control allocation available.

It is ok to tell the member that you are going to ask for additional funds, but be clear that it is up to the captive program administrator to determine if additional funding is possible.

To request additional service hours for a member, send an email to Rick (cc Lisa Falconer and your Team Coordinator) that identifies the following:

1. The Captive Program Name (Churchill, Raffles, Etc.).
2. The Member's Name.
3. A brief description of the work they want done.
4. An explanation of how this relates to their claims/losses or a justification of the benefit to the member.
5. The number of additional hours you think the project will take (be realistic but estimate on the high side).