



PROPERTY & LIABILITY SAFETY CREDIT PROGRAM POLICIES & GUIDELINES

Due to the need to invest in programs that will provide support and training to our member districts related to claims that have severely impacted the JPA as well as many other JPAs around the State of California, SISC made the decision to discontinue the Safety Credit Program effective July 1, 2019. However, member districts will be allowed to spend the remaining balance of their rollover safety credit funds per the policies and guidelines.

Safety credit funds are designed to be spent in ways to mitigate property and liability claims. Safety Credits are a great way for districts to address issues relating to the protection of students, third party visitors and/or facilities. This document will provide you with the necessary information to utilize your district's Safety Credit funds in the most effective way possible.

AVAILABLE ROLLOVER BALANCE

Safety credit funds are available based on amounts rolled over from prior years. The expenses you are seeking reimbursement for must have been incurred only in 2021-2022. We cannot accept claims for expenses that were incurred in previous years. **This will be the last year to submit SISC II (P&L) Safety Credit applications.**

FILING AN APPLICATION

- a. Applications are available on our website as follows:
SISC II – P&L: <http://sisc.kern.org/pl/safety-credits/>
- b. Applications may be submitted for review prior to purchase to ensure eligibility for SISC reimbursement. We recommend you get prior approval before incurring the expense.
- c. Completed applications may be submitted anytime during the fiscal year (as long as it is on or before June 1, 2022).
- d. Expenditures must be made in the year the claim is made. For example, an eligible expense incurred in 2021-2022 can only be claimed in 2021-2022.
- e. Provide supporting documentation to verify the expense. Please submit a copy of your invoice(s) and canceled warrant(s), warrant register(s), general ledger, or credit card statement, etc.
- f. All application requests and supporting documentation must be received in the SISC office by June 1, 2022. Due to office processing deadlines and accounting restrictions, **we will not be able to accept applications or supporting paperwork (even for an approved application) after the June 1, 2022 deadline.**

- g. Applications will be authorized and released for reimbursement if all requirements are met and supporting documentation is received by the deadline of June 1, 2022. Supporting documents for approved applications received after June 1, 2022 will not be reimbursed.
- h. Applications will be reviewed and a response will be sent to the district indicating approval or denial. If denied, the reason will be stated.
- i. Applications and supporting documentation can be:
 - a. E-mailed to Carmen Gonzales at cagonzales@kern.org.
 - b. Mailed to: SISC Finance, Attn: Carmen Gonzales, P O Box 1808, Bakersfield, CA 93303-1808.

OTHER REQUIRED INFORMATION

In order to be eligible for the Safety Credit program, each district must provide SISC with the following:

- a. Copy of the board minutes approving your district's Comprehensive Safe School Plan. This is required on an annual basis.

INTENT OF THE SAFETY CREDIT PROGRAM

When considering how to spend your Safety Credits, keep in mind the intent of the program. SISC II – P&L funds are to be used for items or work projects that will reduce property, liability, or auto claims. Deciding how best to utilize your Safety Credits can be made by conducting a loss analysis, accident investigations, or by conducting facility inspections to identify premise hazards. You may also want to consult with a SISC Safety & Loss Control Specialist. The list below contains examples of potentially reimbursable purchases and/or activities. This is just a sample list to provide ideas and is by no means all-inclusive.

- In-services, workshops, seminars (including travel expenses) relative to reduction of risk to students and third parties
- Fire suppression and detection equipment such as extinguishers and/or smoke detectors (the routine recharge of systems is not included)
- Mitigation of hazardous conditions on school sites such as elimination of tripping hazards, chemical disposal, replacement/installation of sand for fall zones, etc.
- Exterior lighting
- Perimeter access control (i.e., sensors)
- Installation and/or repair of intrusion alarm system
- Repair of concrete, asphalt, or walkways
- Items related to school site security
- Inspection and repair of fire sprinkler system
- Removal or trimming of trees that pose a risk to third parties or property
- Supplies to support school site security for disaster preparedness

Safety Credits **MAY NOT** be used to fund routine district purchases such as cleaning supplies, first aid supplies, utility expenses, medical costs, regulatory compliance, or any item that will not directly help the district eliminate or reduce the impact of a loss. Also, Safety Credit money may not be used to pay for insurance deductibles or for losses that have already occurred.

If you have any questions about the SISC Safety Credit program, please contact Carmen Gonzales at (661) 636-4416 or cagonzales@kern.org.