



Claims Submission Procedure

If an incident results in a fatality, serious bodily injury or serious property damage, please call Claims Associates, Inc immediately.

During Normal Business Hours #: 605-333-9810

After Hours Emergency #: 888-430-2249

Submit all property and liability claims within 24 hours of knowing of an incident, upon receiving a demand for monetary damages or a Summons and Complaint.

Ways to submit a non-emergency claim and/or loss notice:

- E-mail: ASBSDclaims@claimsassoc.com
- Telephone (daytime hours): 605-333-9810
- Telephone (after hours): 888-430-2249
- Fax: 605-333-9835
- Online: <http://claimsassoc.com/assign-a-claim>

You will receive acknowledgement of receipt of a claim from Claims Associates within 24 hours of submission and an adjuster will be assigned to your claim.

The adjusters at Claims Associates are on ***your team*** and will attempt to resolve your claim quickly and professionally. For a list of potential adjusters assigned to your claim please visit: <http://claimsassoc.com/our-team>.

Further contact information for Claims Associates:

Claims Associates, Inc
PO Box 1898
Sioux Falls, SD 57101
Telephone: 605-333-9810
Facsimile: 605-333-9835
<http://claimsassoc.com>

For questions on how to fill out a claim and/or loss notice or with any general inquiries please contact:

Heidi Jennings
Protective Trust Manager
Associated School Boards of South Dakota
heidi.jennings@asbsd.org
605-773-2510