

# New Hampshire Youth Development Center Claims Administration and Settlement Fund

*John T. Broderick, Jr.*  
*Administrator*

## **Resolution Proceeding Scheduling Notice**

Written Submission Scheduling

Claim [CLAIM & RESOLUTION PROCEEDING NUMBER]

Issued: [DATE]

### **Resolution Proceeding for Evaluation of Written Submissions**

The claimant has selected to have this claim evaluated by the Administrator based on written submissions and without a live hearing.

*Submissions are meant to assist the Administrator in his independent evaluation of the claim. The claimant and the AG Designee may agree to propose to limit the issues for evaluation by the Administrator, such as certain abuse events, abuse categories, or focus points under the Guidelines. The claimant should provide available supporting documents (shared with the AG Designee) that are integral for evaluating contested issues, or identify reasonable efforts taken to locate supporting documents.*

**No later than 00/00/0000**

#### Claimant:

- Shall complete the *Claimant's Position RP Questionnaire* and provide to the AG Designee and to the Administrator.
- May provide a memo or statement to assist the Administrator's independent evaluation of the Claim under the *Guidelines*, particularly for issues that impact the difference in the Claimant's and AG Designee's respective positions and issues that help prepare the Administrator to independently evaluate the claim.
- May provide information or documents to supplement the Claim Record, with confirmation that materials have been provided to the AG Designee (including date sent).
- Shall provide a copy of the claimant's Resident File or similar records, if available.
- Shall submit an Affidavit or Declaration as a supplement to Claim Packet, to the extent the Claimant revises or updates the claim position.

#### AG Designee:

- Shall complete the *AG Designee RP Questionnaire* and provide to the Claimant and to the Administrator.
  - In the event that AG Designee Position Letter for this Claim provides data/information identified in the *AG Designee Position Checklist* supplied by the Administrator, then the AG Designee may so identify and request a waiver for the *AG-Designee Questionnaire*.
- AG Designee is encouraged to affirmatively confirm or contest in writing **Eligibility** as a threshold item for compensability from the Fund (such as Former YDC Resident or YDC facility) to protect the YDC Settlement Fund from ineligible or fraudulent claims. If AG Designee contests Eligibility, the Administrator may request a brief written explanation and a list of documents/materials the AG Designee utilized to arrive at an Eligibility assessment.
- May provide a memo, statement or submissions to assist the Administrator's independent evaluation of the claim, propose Additional Information for the Administrator to request from the Claimant, and/or provide an Updated Position on the claim

**No later than 00/00/0000**

Claimant

- May provide a responsive memo or statement to assist the Administrator's independent evaluation of the claim.
- Shall provide an updated fee affidavit for counsel (if represented).

AG Designee

- May provide a responsive memo or statement to assist the Administrator's independent evaluation of the claim.

**Following the submission time period, the Administrator will issue a Notice of Record Closure with date certain.**

SAMPLE