



B. J. Walker, Commissioner
Steve Love, Acting Division Director

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MEMORANDUM

TO: County Directors of Family and Children Services
DFCS Section Managers
OCP Managers of Field Operations
OFI Regional Managers

FROM: Steven E. Love, Acting Director
Division of Family and Children Services

SUBJECT: Insurance Coverage for IV-E College Child Protection Certification Program Students

DATE: January 18, 2005

The Division has determined that IV-E College Child Protection Certification Program Student Interns in DFCS County offices are now covered under the Liability Insurance Coverage for Volunteers policy which may be found in the DHR Risk Management Manual. Interns have been deemed eligible under Section 5, Definitions, Item D. Form 5298 must be completed and submitted for each student before coverage can begin.

Personal property (including the intern's vehicle) is not covered as indicated under Section 3 – Exclusions, Item F. Interns are required to have proof of private automobile liability insurance for the vehicle they will use to provide transportation. If an intern is not covered under some type of private insurance, he/she should not be transporting DHR clients. It is important to understand that if an intern is involved in an accident in his/her personal vehicle while performing duties related to the internship, the state's liability coverage only extends to repairing the other driver's vehicle. Additionally, interns are prohibited from operating state owned vehicles.

If you have any questions, please feel free to contact Angie Saturday at (404) 460-7817 or via GroupWise at ansaturday. Thank you.

BAK:ahs

c: Julie York, Retention and Professional Development Unit
Don Mathis
Donna Holcomb, OHRM