

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Fiscal
Policy Number: 11.02.03
Policy Name: Employee Reimbursement for Automobile Liability
Rider Insurance

Original Effective Date: 12/06/2006
Revision Date(s): 04/01/2013
Current Revision Date: 04/01/2016
Approved By: Thomas D. Pristow

PURPOSE: The purpose of this policy is to document the procedures followed by the Division of Children and Family Services (DCFS) in processing employee reimbursements for automobile liability insurance.

SCOPE: This policy pertains to all DCFS employees who transport children and other clients in their own vehicle as part of their regular job duties.

POLICY

- I. Under the terms of our Collective Bargaining Agreement, employees in the position of Social Services Worker 3, Social Services Aide 1 and Social Services Aide 2, who transport children or other clients in their own vehicle as part of their regular job duties, will be reimbursed for up to one hundred (\$100.00) annually to contribute toward the cost of purchasing an appropriate automobile liability policy/rider.

PROCEDURES

- I. The Division of Children and Family Services Payment Processing Unit processes all requests for liability insurance reimbursement once all of the following procedures have been completed by the employee.
 - A. Employee completes a separate expense report for the vehicle liability insurance reimbursement.
 - B. Employee attaches a copy of the insurance policy/rider or statement that specifically states that their own vehicle is being used for work related (transporting clients) and personal purposes.
 - C. Employee attaches a receipt to verify payment has been issued to insurance carrier.
 - D. Employee submits all of the above documents to the Payment Processing Unit located at the Jane Edna Hunter Building - Room 347E, for review and disposition.