



PROCEDURE

Title/Subject: Disclosure of Insurance Coverage			
Policy #: FIN-104	Page 1 of 1	Adoption Date:	Revision Date: 1/20/05
Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
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The Florida Center for Child and Family Development (The Florida Center) discloses to its Board members and employees either orally or in writing the amount and type of insurance coverage available relevant to their need for protection which is provided on their behalf by the organization. The Board of Directors and personnel are advised of the extent and limits of liability coverage provide by The Florida Center at the initiation of their association with the agency and when any changes to the level and/or type of insurance coverage occurs.

Copies of contracts are kept on file in the office of the Vice President of Operations and are available for review. The Employee Procedural Guidelines describes the personal insurance coverage available to full-time employees and their family members. Detailed information and enrollment packages can be obtained from the Human Resources department.