

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
	Building and Contents	
Fiscal	Insurance Claims	2001

1. Purpose. This policy has been prepared to explain the real property insurance claim responsibility of the Department of Human Services Division of Developmental Disabilities Services.
2. Scope. This policy concerns all business managers of Developmental Disabilities Services and other interested parties. The DDS Director/designee(s) has responsibility for ensuring compliance.
3. Agency Responsibility. DDS will carry real property insurance on State buildings and certain of their contents held in trust by the DDS Board.
4. Procedural Additions. Procedures for making insurance claims against real property damage are kept in and disseminated by Department of Human Services – Division of Management Services.

Replacement Notation: This Policy replaces DDS Deputy Director's Office Policy Number 1001 effective October 17, 1979.

Effective Date: March 15, 1993

Sheet 1 of 1

References: Board Action December 15, 1979

