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. <u>Purpose</u>. 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. <u>Scope.</u> 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. <u>Agency Responsibility</u>. DDS will carry real property insurance on State buildings and certain of their contents held in trust by the DDS Board.
- 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