

CF OPERATING PROCEDURE  
NO. 40-4

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, June 20, 2016

Travel and Transportation

VEHICLE INSURANCE ALLOWANCE  
FOR SELECTED CHILD WELFARE AND ADULT PROTECTIVE SERVICES STAFF

1. Purpose. This operating procedure describes the policies and procedures for approval of employee vehicle insurance allowance and authorizing payment.
2. Scope. This operating procedure applies to all Department of Children and Families (DCF) Child Protective Investigators, Senior Child Protective Investigators, Child Protective Field Support Consultants, Family Services Counselors, Adult Protective Investigators, Adult Services Counselors (Human Services Counselors), Family Support Workers, and Human Services Program Specialists in covered budget entities and state program components specified by the Office of Child Welfare.
3. Eligibility. An Other Personal Service (OPS) or Career Service (CS) employee who meets the criteria below shall be eligible for the vehicle insurance allowance and authorizing payment.
  - a. The person is employed by DCF as a Child Protective Investigator (CPI), Senior Child Protective Investigator, Child Protective Field Support Consultant, Family Services Counselor, Adult Protective Investigator (API), Adult Services Counselor (Human Services Counselor), Family Support Worker, or Human Services Program Specialist.
  - b. The most recent position description contains duties that require use of the employee's private vehicle to conduct field investigations, field visitations, or transportation of clients.
    - (1) If an employee uses, or may be required to use, his or her private vehicle in the given covered period to conduct field investigations, field visitations, or transportation of clients, the employee shall be eligible to receive payment for that given period.
    - (2) An eligible employee who is on leave, with or without pay, shall be entitled to payment.
  - c. The employee must maintain a valid driver's license during the time period of the allowance request.
  - d. The employee must maintain a valid vehicle registration for their private vehicle(s) during the time period of the allowance request.
  - e. The employee must maintain appropriate vehicle insurance during the time period of the allowance request. "Appropriately insured" means at a minimum the automobile insurance coverage required by law to operate a motor vehicle in the State of Florida.
  - f. The employee must accurately describe to their insurance carrier how their private vehicle is used, as required by state law.

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This operating procedure supersedes CFOP 40-4 dated January 1, 2015.

OPR: ASHR

DISTRIBUTION: X: OSES; OSGC; ASGO; ASHR; PDAS; PDFS; Region/Circuit Adult Protective Services staff; Region/Circuit Child Welfare staff.

g. On or before January 1, 2015, all current eligible employees shall provide a copy of their valid driver's license, a copy of their valid vehicle registration for their private vehicle, and a copy of documentation from their insurance carrier that their private vehicle is appropriately insured. Documentation of the vehicle insurance can be accomplished using the Documentation of Required Insurance (form CF 742, available in DCF Forms). All new eligible employees will be required to furnish copies of these documents at the time of hire. All eligible employees are required to maintain these documents through-out their employment. The supervisor may request proof of a valid driver license, vehicle registration, and vehicle insurance from the employee at any time to ensure employees have the required documents.

h. Any Job Vacancy Announcements for the job classes identified in paragraph 3a above in which employees may be required to use their private vehicles in the course and scope of their employment will include this job requirement in the Job Vacancy Announcement, so that all prospective employees are aware of this requirement. Failure to maintain these requirements could result in dismissal of employment.

#### 4. Payment Process.

a. An eligible employee who works the full period provided by Human Resources will receive the total allowance amount for that period.

b. A new employee who begins employment after the start date of a period and becomes eligible for the Vehicle Insurance Allowance shall receive a prorated payment based on a per calendar day rate set for the specific payment period. New employees in pre-service training shall be eligible for the vehicle insurance allowance.

c. An eligible employee who separates from the Department or transfers within the Department prior to the end of a period will have the vehicle insurance allowance prorated up to the transition date. The amount shall be based on a per calendar day rate set for the specific payment period. Supervisors or designees must document on the Employee Separation Actions (form CF 748) or the Appointment Checklist (form CF 786) that the transitioning employee is entitled to a Vehicle Insurance Allowance payment.

(1) The Employee Separation Actions (form CF 748) is available on the Human Resources Shared Services Center (HRSSC) website at <http://eww.dcf.state.fl.us/myhr411/separationpackage.shtml> and in DCF Forms.

(2) The Appointment Checklist (form CF 786) is available on the HRSSC website at <http://eww.dcf.state.fl.us/myhr411/newhirepackage.shtml> and in DCF Forms.

d. An eligible employee who is on approved leave shall be entitled to payment. This applies in any situation in which the employee is on approved leave with or without pay, e.g., annual or sick leave, the Family Medical Leave Act (FMLA), Worker's Compensation, LWOP, etc.

e. If an eligible employee dies during a payment period, the eligible employee's beneficiary shall be entitled to receive the Vehicle Insurance Allowance payment. The payment shall be prorated consistent with paragraph 4c above.

f. The HRSSC Payroll staff shall process payment for each eligible employee in accordance with the provisions in this operating procedure and determine whether the employee is entitled to a full or prorated payment for the time period.

g. If an employee is paid a vehicle insurance allowance for which the employee is not entitled, the employee shall be required to immediately reimburse the state the full amount of any overpayment subject to any appeal rights the employee may have by Department of Financial Services rules.

h. These payments will be paid twice a year on a warrant date posted by Human Resources.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

DAVID FAIRBANKS  
Deputy Secretary

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

Changed paragraph 3a to add Human Services Program Specialist to the list of job classes which are eligible for the vehicle insurance allowance.