



SAFETY AND RISK MANAGEMENT

County must ensure that all contracts contain all requirements set forth in policy (See Handout 14, Contract Requirements)

County must conduct annual review of contractors to ensure that all requirements are met.

Maintain a file for agency staff, agency-approved volunteers and recipient relatives and friends (not FRPs) who are **reimbursed directly by the county**. See below for a list of items that must be contained in these files.

| | Current Driver's License | Current vehicle registration & inspection | Current Driving Record | Liability Insurance | Agreement to Report all Changes |
|---|---------------------------------|--|-------------------------------|----------------------------|--|
| Agency Staff Agency approved volunteers | Yes | Yes | Yes | Yes | Yes |
| Relatives (not FRPs) Friends Other unrelated individuals | Yes | Yes | No | Yes | Yes |

NOTE: The county is not required to verify the information above for recipients and financially responsible persons (FRPs). FRPs are spouses of recipients and parents of minor children recipients.