

Justification
2020 Self-Assessment Finding
Add Risk Management Statement to Finance Manual
Grantee 06CH011282/01

Date	Description
5/1/2020	2020 Head Start Self-Assessment Finding
Add a statement in Finance Manual that describes the Agency process for identifying risks and maintaining cost-effective insurance.	
Add the following statement to the Finance Manual – INSURANCE Overview Page 43: The Executive Director is responsible to monitor these policies to assure that adequate coverage amounts are maintained. At least every two years, the Executive Director will select (2 to 3) Management Staff to form a committee to analyze the Risk Management policies and procedures for the Agency. This committee will also assure adequate insurance coverage amounts are maintained.	