The Francis Foundation

Services in Mental Health and Developmental Disabilities

"Unconditionally Committed to the Welfare of Children"

Program Office
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Business Office
382 Hercules Drive
Colchester, Vermont 05446
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Our non-owned auto insurance policy requires that all employees who are reimbursed for use of their personal vehicles in Francis Foundation work carry a liability limit of $100,000/$300,000. If any employee is not in compliance with this requirement, Francis Foundation can lose its insurance coverage. Therefore, for employees who do not currently carry such a limit, we will have to insist that individual policies be increased to the required liability limits. While I understand that some may question the additional expense, please note that the mileage reimbursement employees receive, according to the federal government, is meant to cover the cost of operating the vehicle including gas and auto insurance.

Therefore, effective July 1, 2006, all employees will be required to provide proof of coverage verifying the above-stated limits. Please submit a copy of the declarations page from your policy to the Business Office. The fax number is 802-655-9758. Thank you for your cooperation in this matter.

Maureen Garofano
Business Manager