



**Wisconsin Compensation Rating Bureau**

## **GENERAL CIRCULAR LETTER 584—NOVEMBER 9, 2011**

TO: Members of the Bureau  
FROM: Elizabeth Rohde  
RE: New Reporting Requirement—Cancellation Mailed to Insured Date

### **SPECIAL ATTENTION: POLICY REPORTING PERSONNEL**

#### **Background**

In addition to submitting complete policy information to the WCRB, insurers are required to report coverage issued under the Longshore and Harbor Workers' Compensation Act and its extensions, the Defense Base Act, Outer Continental Shelf Lands Act, and Non-Appropriated Fund Instrumentalities Act (USL&H) by mailing a hard copy of DOL standard form LS570 to the United States Department of Labor (US DOL). The US DOL is phasing out hard copy reporting and replacing it with electronic filing to the national office of the Division of Longshore and Harbor Workers' Compensation. The Governing Board of the WCRB has authorized the WCRB to send the electronic records, via NCCI, on behalf of the carriers. While all of the details of this program have not been finalized, this is to advise you of the requirement for you to provide the Cancellation Mailed to Insured Date with your cancellation records.

#### **Action**

In an effort to collect complete and valid information, the USDOL requires that the Cancellation Mailed to Insured Date be included with the cancellation record that will be passed to them.

The Cancellation Mailed to Insured Date field is found in the WCPOLS specification of the WCIO Data Reporting Specifications Manual. Specifically, it is in Record Type 08, the CANCELLATION/REINSTATEMENT RECORD, field 11, at positions 253-258. The definition of the field is as follows: "The date this cancellation notice was mailed to the employer". Note: this is an electronic reporting only field. Effective January 1, 2010, the WCRB stopped accepting hard copy policy documents. Therefore, the Wisconsin Notice of Termination, form 0062 will not be amended to include this field.

Effective immediately, this field will be required on all cancellation and nonrenewal records submitted to the WCRB. While it has not been mandatory in the past, the majority of the cancellations and nonrenewals are submitted with the date included.

To assist in the implementation, the Policy Entry and Edit Package (PEEP) has been updated and now requires that the Cancellation Mailed to Insured Date be included in the submission.

#### **Additional Information**

Additional information regarding the USDOL USL&H program will be provided in a subsequent circular once the details are finalized.

#### **Contact Information**

If you are not able to submit this field, or have any questions, please contact Elizabeth Rohde at 262-796-4551, [betty.rohde@wcrb.org](mailto:betty.rohde@wcrb.org).