



## CIRCULAR LETTER 3203—January 10, 2020

### PROCEEDINGS OF THE WISCONSIN RATING COMMITTEE

TO: Members of the Bureau

FROM: Jaclyn de Medicci

RE: Proceedings of the Wisconsin Rating Committee  
Wisconsin Contractor's Premium Adjustment Program (WCPAP)

Pursuant to the approval of the Rating Committee, the following procedural changes to the Wisconsin Contractor's Premium Adjustment Program (WCPAP) will be made.

Changes to the WCPAP:

Effective **2/1/2021** WCRB will no longer issue courtesy postcard reminders to employers eligible to file for the Wisconsin Contractor's Premium Adjustment Program.

WCRB will mail an orange WCPAP postcard notification to complete a WCPAP Online Application for one more renewal cycle. **It will be our last postcard WCPAP notification mailing.** We will not be sending future notifications.

Beginning with policies effective **7/1/2021** eligible employers should create their own reminders to complete their WCPAP Online Application every year. Remember, employers must submit a WCPAP Online Application every year, no less than 90 calendar days prior to the first day of the month of their worker's compensation policy renewal.

The WCPAP Online Application is updated every year on the evening of September 30<sup>th</sup>. Therefore, you may complete this online application as soon as October 1<sup>st</sup>, regardless of your policy effective date.

For questions or clarification, please call Alyce Archie-Jordan at (262) 796-4556.