



March 31, 2020

DCRB CIRCULAR NO. 974

To Members of the DCRB and Delaware Licensed P & C Agents:

Re: **DELAWARE ASSIGNED RISK PROGRAM**
DELAWARE INSURANCE PLAN APPLICATION PROCESSING

DCRB Circular 973 announced adjusted staffing protocols in response to the public health threat posed by the Coronavirus (COVID-19). As our staff continues to navigate through the stay in place restrictions imposed by the Governors of Delaware, Pennsylvania and New Jersey, we have determined that there are delays associated in the support of the hardcopy assignment of Delaware Insurance Plan applications and checks submitted via the United Postal Service or any other delivery service. Our commitment, as the Plan Administrator, is to continue to ensure that the citizens and businesses of the great state of Delaware are able to obtain coverage through the Delaware Insurance Plan.

Because of delays of up to one week, for the processing of paper applications, it is strongly encouraged and recommended that insurance agents completing Delaware Insurance Plan applications use the DIP web application ([Delaware Insurance Plan Application](#)). Use of the DIP web application offers users the ability to complete, edit, save and submit applications electronically to the DCRB. Deposit premium funds may also be submitted through an Automated Clearing House (ACH) electronic fund transfer mechanism.

Submission of the Assigned Risk application utilizing the DIP web tool ensures prompt electronic processing of the applications and payment thus allowing DCRB staff to continue to provide efficient customary service, essential to all constituents. This recommendation may impose changes in the process for many agents and employers that are familiar with the Delaware Insurance Plan. The attached [User Guide](#) provides instructions for using this product. If you have technical questions related to the use of the DIP web application, contact DCRB Central Support at centralsupport@dcrb.com.

Please contact Delisa Fairley, Vice President – Underwriting Services at dfairley@dcrb.com or Drew Kratz, Manager – Underwriting & Coverage Compliance at dkratz@dcrb.com should you have any business related questions regarding the Delaware Insurance Plan.

William V. Taylor
President

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