

February 14, 2025

**DCRB CIRCULAR #1048**

To All Members of the DCRB:

**RE: Late Reported Policy Timeliness Initiative Announces Fining Structure and Compliance Requirements**

The Delaware Compensation Rating Bureau (DCRB) continues to advance its **2025 Policy Data Quality Assurance Program (PDQAP)** with the implementation of **Phase 1: Late Reported Policy Timeliness Initiative**, effective **July 1, 2025**.

The goal of this initiative is to emphasize the importance of timely policy data submissions to ensure compliance, maintain data integrity, and improve reporting performance. Delaware Department of Insurance regulations specify that insurers must submit policy data within 30 days of the policy's effective date. This includes new policies, renewals, and annual policy rerates. As part of Phase 1, insurers will be subject to a fining structure for policies submitted 36 days or more past their effective date.

**Fining Structure – Effective July 1, 2025**

To encourage compliance, the DCRB has established the following **fine schedule** for late policy submissions:

<b>DAYS LATE</b>	<b>FINE AMOUNT</b>
36 to 60 days	\$50
61 to 89 days	\$100
90 to 364 days	\$1,000
365 to 547 days	\$1,500
548 days or more	\$2,000

The DCRB provides a 5-day grace period to accommodate reasonable processing delays. A policy is deemed late if its Process Date exceeds the Policy Effective Date by more than 35 days.

**Eligibility and Participation Requirements**

This initiative applies to all insurers issuing single and multi-state workers' compensation policies that provide coverage in Delaware.

- The program is implemented on an insurer bureau group basis, defined by ownership groups assigned to the DCRB's Bureau Group Number.
- Each insurer group must designate a Policy Contact Person responsible for receiving all correspondence related to the PDQAP.
- It is the insurer's responsibility to update the Policy Contact Person for each carrier in the group to ensure proper delivery of notifications.
- Any changes to the designated Policy Contact Person or their contact details must be maintained and submitted to [centralsupport@dcrb.com](mailto:centralsupport@dcrb.com).
  - Failure to update contact information will not be considered grounds for waiving fines due to undelivered notifications.

**Helping You Stay Compliant**

To support compliance, the DCRB provides the following tools:

**Automated Late Policy Notifications** – Monthly email alerts to designated Policy Contacts regarding overdue policies.

**Late Policies Report** – Available in the Policy Data Manager (PDM) application, providing a 12-month historical record of late policy submissions.

**Next Steps**

We encourage all insurers to review their policy submission processes and make necessary adjustments to ensure compliance before July 1, 2025. Additional resources and guidance will be provided as the initiative moves forward.

We encourage you to review this Circular carefully and take proactive steps now to ensure your team is prepared to submit policy data on time. For additional details or questions about PDQAP or the Late Reported Policies Timeliness Initiative, please contact our team at [padminquiry@dcrb.com](mailto:padminquiry@dcrb.com).

Thank you for your cooperation as we work together to enhance policy data accuracy and reporting efficiency.

William Taylor  
President/CEO

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