

SPECIAL ATTENTION: RATE FILING PERSONNEL

September 25, 2002

ALL ASSOCIATION MEMBERS

Circular Letter No. 02-1393

RE: **MINNESOTA FILING PROCEDURES MANUAL — 2003 EDITION**

The Minnesota Department of Commerce has approved the 2003 edition of the *Minnesota Filing Procedures Manual* to be used in preparing all workers' compensation filings with effective dates on or after January 1, 2003.

Carriers who wish to write workers' compensation in Minnesota must first be licensed in this state and members of MWCIA. As a Data Service Organization, MWCIA is responsible for filing the statistical and rating plans including classification definitions and amendments to the plans or definitions that are used by carriers in their rate filings in Minnesota. The purpose of the *Minnesota Filing Procedures Manual* is to assist carriers in their workers' compensation rate filings by providing membership with a specific reference tool that clarifies the rules and statutes that affect the writing of Workers' Compensation policies in Minnesota. The *Minnesota Filing Procedures Manual* is intended for use as a companion document to Minnesota Department of Commerce's annual filing instructions bulletin. The purpose of the above filing is to revise the current *Minnesota Filing Procedures Manual* to incorporate changes to the filing procedures identified in Commerce's Bulletin 2002-7.

Before preparing your company's 2003 rate filing package, please review the 2003 edition of the *Minnesota Filing Procedures Manual* along with Commerce's Bulletin 2002-7. Special attention should be paid to the following items:

- ◆ Special Comp. Fund Assessment
- ◆ Schedule Rating Debit Cap
- ◆ Large Risk Alternative Rating Option Threshold
- ◆ Timing Requirements for Filings' Review/Approval
- ◆ 60 Day Advance Notice to Policyholders for all Rate Increases
- ◆ Required filing of Policy Info. Page specimen by September 1st

Please note that NCCI's *Filing Guide for Rates and Forms Manual* is not an approved document in Minnesota and all references to Minnesota within this NCCI document should be disregarded.

A copy of the 2003 edition of the *Minnesota Filing Procedures Manual* is available on MWCIA's website at www.mwcia.org. Should you have any questions regarding this filing, please contact one of our underwriters at 952.897.1737 or email our office at info@mwcia.org.

A NOTICE TO MEMBERSHIP:

The Minnesota Department of Commerce requests that MWCIA remind its members that the above filing only applies automatically to insurance companies who have filed a Limited Power of Attorney agreement with our Commerce Department. A properly executed Limited Power of Attorney authorizes MWCIA to make filings on behalf of individual insurance companies. Any insurance company who has not filed a Limited Power of Attorney must independently submit the changes represented in each filing item to the Minnesota Department of Commerce for their approval.