



Minnesota Workers' Compensation
Insurers Association, Inc.
7701 France Avenue South ▪ Suite 450
Minneapolis, MN 55435-3200

Special Attention: Policy Issuing Office

February 26, 2009

ALL ASSOCIATION MEMBERS

Circular Letter 09-1550

RE: Policy Status by Issue Date

Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) would like to clarify to our members that the status of a policy and the order in which policy documents are listed in our database is determined by the "Issue Date" of a document.

Issue Date is the date a document is issued by the Carrier to the policyholder. For those documents which are received out of logical order (for example: a policy Reinstatement is received prior to receiving the policy Cancellation notice), the status of a policy reflected in our database will be determined based upon the most recent "Issue Date" from each document.

The status of a policy in our database is used by MWCIA and Minnesota regulators for various purposes including determining whether mandatory workers' compensation coverage of a Minnesota employer is in effect. To ensure that the status of a policy status reflected in our database is correct, please implement appropriate internal measures to make certain documents are sent to MWCIA in proper Issue Date order and that one consistent method is used when submitting data (electronic verses hardcopy), so that duplicate reporting can be eliminated.

If you have any questions regarding this matter, please contact Kim LaHoud in our Electronic Policy Processing Department at 952.897.6412 or by email to kim.lahoud@mwcia.org.