February 5, 2018

<u>CIRCULAR LETTER TO ALL MEMBER COMPANIES</u>

Re: Optional Reporting Method for Separated Data

The North Carolina Rate Bureau (Bureau) is pleased to announce a new **optional** electronic method for the reporting of Separated Data for intrastate rated risks. Separated Data is client data that is to be reported to the rating organization when a client leaves an employee leasing arrangement with a Professional Employers Organization (PEO) in which the workers compensation coverage was provided under a master policy. The PEO's insurance provider separates the client data from the PEO data and reports client data developed during the employee leasing arrangement to the rating organization. The *Experience Rating Data for Former Client of Labor Contractors Form* (NC2745) is a hardcopy form that has historically been the only acceptable method for reporting Separated Data.

Additional fields are now available in the Bureau's ManageUSR System that will allow carriers to electronically submit Separated Data for intrastate rated risks. The additional fields were approved by Workers Compensation Insurance Organization (WCIO) and have been added to the WCIO WC Data Specifications Manual. These fields are available for reporting Separated Data via CDX and BEEP and are now available to carriers for the reporting of intrastate Separated Data through the Bureau's ManageUSR System. The Bureau's ManageUSR User Guide has been updated to include these fields.

Carriers not electing to use the **optional** electronic reporting method for Separated Data may continue to report via the *Workers Compensation Experience Rating for Former Clients of Labor Contractors Form* (NC2745). However, carriers should consider that the electronic reporting of Separated Data will, at a future time, become mandatory.

If you have questions or need assistance, contact the NCRB Information Center at 919-582-1056 or via email at wcinfo@ncrb.org.

Sincerely,

Joanna Biliouris

Chief Operating Officer

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