



Minnesota Workers' Compensation
Insurers Association, Inc.
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SPECIAL ATTENTION: RATE FILING PERSONNEL

October 2, 2001

To: ALL ASSOCIATION MEMBERS

Circular Letter No. 01-1367

RE: MINNESOTA'S FILING PROCEDURES MANUAL

The Minnesota Department of Commerce has approved the new *Minnesota Filing Procedures Manual* effective September 21, 2001 to be used in preparing all workers' compensation filings with effective dates on or after January 1, 2002.

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 creating the new *Minnesota Filing Procedures Manual* is to assist carriers in their workers' compensation rate filings by providing membership with a Minnesota specific reference tool that clarifies the differences between Minnesota's rules and statutes and other states. The new *Minnesota Filing Procedures Manual* is intended for use as a companion document to the Minnesota Department of Commerce's filing instructions Bulletin 2001 – 2 and changes to Minnesota's filing instructions in future years will be reflected in DOC's annual filing bulletins as well as in this manual.

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

Copies of the new *Minnesota Filing Procedures Manual* are slated for distribution to each member's Filings Department or Home Office location in the upcoming week. If you receive a copy in error, please forward it on to the appropriate department within your company and ask them to notify our office of their correct address to make sure they receive future revisions. Please note that *Minnesota's Filing Procedures Manual* is also available on MWCIA's website at www.mwcia.org.

Should you have any questions concerning this item, please feel free to call one of our underwriters at 952.897.1737, or email our office at info@mwcia.org.

A SPECIAL REMINDER:

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.