LABOR CABINET
Department of Workers' Claims
(Amended at ARRS Committee)

803 KAR 25:175. Filing of insurance coverage and notice of policy change or termination.

RELATES TO: KRS 342.0011(22), 342.340(2)
STATUTORY AUTHORITY: KRS 342.260(1)
CERTIFICATION STATEMENT:
NECESSITY, FUNCTION, AND CONFORMITY: KRS 342.340 requires an insurance carrier to file proof of workers' compensation insurance coverage for an employer and notice of policy change or termination in a format ~~[on a form]~~***~~[prescribed]~~*** by the commissioner~~[executive director]~~. KRS 342.260(1) requires the commissioner~~[executive director]~~ to promulgate administrative regulations necessary to carry on the work of the department~~[office]~~. This administrative regulation establishes the requirements for filing proof of coverage and policy change or termination of coverage.

Section 1. Definition. "Insurance carrier" is defined ***by~~[in]~~*** KRS 342.0011(22).

Section 2. Reporting Requirements.
(1) Each insurance carrier shall file the information required on the Form POC-1 for each new policy or a change or termination of a policy.
(2) The information required on the~~[completed]~~ Form POC-1 shall be filed electronically ***with the Department of Workers' Claims*** by ***a~~[an approved]~~*** vendor ***approved pursuant to 803 KAR 25:165~~[with the Department]~~***[Office]~~***[of Workers' Claims]***.
~~[(3)] [An electronic transmission of data shall have:]~~
~~[(a)] [Demonstrated its reliability in tests rendered by the office; and]~~
~~[(b)] [Received the approval of the executive director]~~.

Section 3.
(1) The Department~~[Office]~~ of Workers' Claims shall acknowledge a filing in an electronic format with either an acceptance or rejection through the vendor used for filing~~[to the carrier or its agent]~~.
(2) A report that is incomplete or provides incorrect information shall be rejected and not be considered in compliance with KRS 342.340(2) until the information is completed or corrected and refiled with the department~~[Office of Workers' Claims]~~.

Section 4. Incorporation by Reference.
(1) "Form POC-1", December 1996 Edition, Department~~[Office]~~ of Workers' Claims, is incorporated by reference.
(2) The material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department~~[Office]~~ of Workers' Claims, Mayo-Underwood Building, 3rd Floor, 500 Mero Street,~~[Prevention Park, 657 Chamberlin Avenue,]~~ Frankfort, Kentucky 40601, Monday through Friday, 9 a.m. to 4 p.m.

(803 KAR R025:175. 24 Ky.R. 807; 1113; 1262; eff. 12-15-1997; 25 Ky.R. 1962; 2371; eff. 4-14-1999; 30 Ky.R. 1084; 1509; eff. 1-5-2004; TAm eff. 8-9-2007; 47 Ky.R. 1268; 48 Ky.R. 1138; eff. 1-4-202; Recodified to 120 KAR 001:175; eff. 6-29-20262.)

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