

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

**803 KAR 25:185. Procedure for e-mail notification of cancellation or removal of location of specific workers' compensation coverage.**

RELATES TO: KRS 342.0011(9), (16), 342.260, 342.340

STATUTORY AUTHORITY: KRS 342.260(2), 342.340

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 342.260(2) requires the commissioner of the Department of Workers' Claims to promulgate administrative regulations ~~to establish on or before December 31, 2015, establishing~~ information necessary to be received to create an e-mail notification system for a person to enter his or her e-mail address into the Insurance Coverage Look-up database and be notified of any cancellation of a specific business' workers' compensation coverage. This administrative regulation establishes procedures and standards for e-mail notification of cancellation of specific business workers' compensation coverage to persons registered with the Department of Workers' Claims Insurance Coverage Look-up database.

**Section 1. Definitions.**

- (1) "Cancellation of coverage" means coverage lapse notice or an employer location has been removed from the policy.
- (2) "Commissioner" is defined by KRS 342.0011(9).
- (3) "Insurance Coverage Look-up database" means a location in Department of Workers' Claims (DWC) Litigation Management System (LMS) Web site that links a subscriber to the DWC Insurance Coverage database.
- (4) "Litigation Management System" or "LMS" means the electronic filing system utilized in the filing and processing of workers' compensation claims in the Commonwealth of Kentucky.
- (5) "Person" is defined by KRS 342.0011(16).
- (6) "Workers' compensation coverage" means the insurance required by KRS 342.340(1)(a).

**Section 2. Subscription Requirements.**

- (1) Any person who wishes to receive electronic mail notification of cancellation of a specific business' workers' compensation coverage shall subscribe with the Department of Workers' Claims ~~through~~<sup>at</sup> its ~~Web site~~<sup>website</sup> ~~at https://kyworkersclaims.lms.ky.gov/CoverageLookup~~<sup>at www.labor.ky.gov/workersclaims</sup> ~~by using the specific link to the LMS.~~
  - (a) The subscriber shall provide through the link the name and address of each business whose policy is to be monitored.
  - (b) The subscriber shall provide through the link the e-mail address to which notices of cancellation of coverage are to be sent.
- (2)
  - (a) The term for a specific subscriber shall be for a period of one (1) year from the date of subscription.
  - (b) There shall not be a limit as to how many times subsequent consecutive subscriptions may occur.

**Section 3. Notification by the Commissioner.** Upon notification from the insurance carrier that the specific policy selected has been cancelled or that the selected location has been removed from the policy, the commissioner shall notify the subscriber by e-mail to the

registered e-mail address within five (5) days of the receipt of a notification of cancellation or removal by the Department of Workers' Claims.

(803 KAR 025:185. 42 Ky.R. 1421; 1736; eff. 1-4-2016; 47 Ky.R. 1269; 48 Ky.R. 1138; eff. 1-4-2022; Recodified to 120 KAR 001:185; eff. 6-29-2026.)

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