



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

MAY 21, 2024

Workers Compensation Adjuster Certification Data Call (WCAC-2024)

TO: All companies offering Workers Compensation Insurance in California

SUBJECT: Reporting Obligations Pursuant to California Insurance Code (CIC) 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08

The purpose of this letter is to serve as a formal notice of your company's reporting obligations under California Insurance Code Section 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. This letter provides specific instructions on how to retrieve the reporting materials from the internet.

WHAT IS THE WCAC-2024 DATA CALL?

California Insurance Code Section 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08 require all companies, admitted to transact workers' compensation insurance in California, to submit information on their claims adjusters, medical-only claims adjusters and medical bill reviewers to the department on an **annual basis**. In cooperation with the California Department of Insurance's Legal Division and Producer Licensing Bureau, the Data Analytics and Reporting Division has developed the WCAC-2024 Data Call. This data call is intended to provide a uniform method of data collection, as well as, to provide companies with a convenient and efficient manner of fulfilling their reporting obligations.

For additional information on CIC 11761, visit the State of California Legislative Information website. The instructions are outlined in the following section:

- For a copy of CIC 11761 visit the State of California Legislative Information website at <https://leginfo.legislature.ca.gov/>.
- Select "INS" from the drop-down list of codes.
- Enter "11761" in the Code Section field.
- Click the "Go" button.

For additional information on California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08, visit the State of California Office of Administrative Law's website. The instructions are outlined in the following section:

- For a copy of CCR Section 2592-2592.08 visit the State of California Office of Administrative Law website at <http://ccr.oal.ca.gov>.
- Click the "Search" option.
- Enter "10" in the Title field.
- Enter "2592" in the Section field.
- Click the "Search" button.
- Select the appropriate link from the results page. (Sections 2592 – 2592.08)

WHO IS REQUIRED TO REPORT?

The WCAC-2024 reporting requirements pertain to companies **that are admitted to transact workers' compensation insurance in California.** For the purposes of the WCAC-2024 reporting requirements, **Workers' Compensation Insurance is defined by California Insurance Code Section (CIC) 109.**

- This data call DOES NOT apply to Surplus Lines and Risk Retention Groups.
- If your company is **admitted to transact workers' compensation**, as defined by CIC 109, your company is subject to the reporting requirements in CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. Your company must respond to the WCAC-2024 data call. Companies that have experience to report under this data call are required to complete the WCAC-2024 Acknowledgement of Receipt Form confirming their participation in the WCAC-2024 data call.
- If your company is admitted to transact workers' compensation insurance in California but has no existing workers' compensation business (as determined by your company's California State Page Exhibit – Line 16), please complete the "ADMITTED COMPANY WITH NO EXPERIENCE TO REPORT" section in the WCAC-2024 Acknowledgement Form and return this form to the California Department of Insurance.
- If your company is **NOT currently admitted to transact Workers Compensation Insurance**, please complete the "**WE ARE CURRENTLY NOT MARKETING NEW BUSINESS AND ARE NOT MAINTAINING EXISTING BUSINESS IN WORKERS COMPENSATION INSURANCE IN CALIFORNIA**" section in the WCAC-2024 Acknowledgement of Receipt Form and return this form to the California Department of Insurance.
- **NON-COMPLIANT COMPANIES:** Companies that fail to submit a completed and signed WCAC-2024 ACKNOWLEDGEMENT OF RECEIPT FORM by the due date requested will be considered as non-compliant with CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08. Companies will be identified as being in non-compliance under California Insurance Code Section 700 (c) and will be referred to the department's Legal Division for further action.

HOW DO COMPANIES FULFILL THEIR REPORTING OBLIGATIONS?

Companies that are admitted to transact Workers Compensation Insurance in California, as defined by CIC 109, **must complete the following steps in order to fulfill their reporting obligations under CIC 11761 and California Code of Regulations, Title 10, Chapter 5, Subchapter 3, Sections 2592 – 2592.08:**

- Step 1:** Complete & Return the **WCAC-2024 Acknowledgement of Receipt Form** to the California Department of Insurance. This form can be completed electronically and returned to the department via e-mail. Follow the instructions included in the WCAC-2024 Acknowledgement of Receipt Form.
- Step 2:** Download the **WCAC-2024 Statistical Plan** and **WCAC-2024 Data Workbook** from the California Department of Insurance's Public Website. *Instructions for retrieval of this information are contained in the next section.*
- Step 3:** Review the reporting instructions in the WCAC-2024 Statistical Plan and **collect the information pursuant to instructions and definitions stated in the WCAC-2024 Statistical Plan.**
- Step 4:** **Enter the information required** in the WCAC-2024 Data Workbook.
- Step 5:** **Submit the completed WCAC-2024 Data Workbook** to the California Department of Insurance. The instructions are contained in the WCAC-2024 Data Workbook and Statistical Plan.
- Step 6:** Complete and return the **Annual Certification Forms** via US Mail to the department.

HOW TO RETRIEVE REPORTING INSTRUCTIONS AND FORMS

To retrieve the WCAC-2024 reporting forms (Acknowledgement of Receipt Form, Statistical Plan, Transmittal Forms and Annual Certification Forms), please follow the instructions below:

- Go to the Department of Insurance website at <http://www.insurance.ca.gov>.
- Select the **INSURERS** page.
- From the **INSURERS** page, select **DATA & REPORTS** link on the left-hand column.
- Select **STATISTICAL PLANS** and then **Reporting Year 2024 Statistical Plans** link.
- A message will appear requesting a user name and password. Enter the following:

User Name: REPORTYR2425 (case sensitive)
Password: VIAZOVSKA (case sensitive)

- Select **Workers Compensation Adjuster Data Call [WCAC-2024]**.
- From the WCAC-2024 site, you can retrieve:
 - **WCAC-2024 Acknowledgement of Receipt Form – DUE JUNE 7, 2024*** *This form must be submitted via the DOCUMENT UPLOAD PROGRAM. The submission instructions are included in the workbook.*
 - **WCAC-2024 Data Workbook – DUE JULY 5, 2024.** *This form must be submitted via the DOCUMENT UPLOAD PROGRAM. The submission instructions are included in the workbook.*
 - **WCAC-2024 Statistical Plan** – *Contains detailed instructions on how to complete the tables in the WCAC-2024 Data Workbook and Annual Certification Forms.*

* **IMPORTANT** Regardless of your reporting experience, the Acknowledgement of Receipt Form **MUST BE SUBMITTED NO LATER THAN JUNE 7, 2024.**

IMPORTANT DATES TO REMEMBER:

- The **WCAC-2024 Acknowledgement of Receipt Form** is due no later than **JUNE 7, 2024.**
- The **WCAC-2024 Data Workbook** is due no later than **JULY 5, 2024.**
- **Requests for extensions in submitting the WCAC-2024 data call** must be received no later than **JUNE 21, 2024.**

All extension requests should be in writing and must be sent by e-mail to:

Fernando.DeLaMerced@insurance.ca.gov

Should you have an extension requests, and/or questions related to the statistical plan or programming of the data workbook, please address your inquiries or concerns to the contact person indicated below.

WCAC-2024 Contact Information

Fernando De La Merced

WCAC Team Lead

Fernando.DeLaMerced@insurance.ca.gov

Sincerely,

Luciano Gobbo
Division Bureau Chief
Data Analytics and Reporting Division
California Department of Insurance

CALIFORNIA DEPARTMENT OF INSURANCE
2024 Workers Compensation Adjuster Certification Data Call



ACKNOWLEDGEMENT OF RECEIPT FORM

Pursuant to [California Insurance Code Section 11761](#) and [California Code of Regulations Title 10, Chapter 5, Subchapter 3 Sections 2592-2592.08](#), the California Department of Insurance is conducting an annual data call to all insurers admitted to transact workers' compensation insurance in California. Companies maintaining existing business in workers' compensation insurance or offering new business in workers' compensation insurance are required to submit data. Workers' compensation insurance is defined under California Insurance Code Section 109.

Regardless of your reporting status, all licensed property & casualty companies are required to complete and return this acknowledgement form. Please follow the instructions at the bottom of this form.

ACCESSIBILITY NOTE:

If you have any Accessibility questions or issues with this acknowledgement form, please contact:
Fernando De La Merced at Fernando.DeLaMerced@insurance.ca.gov

THIS FORM IS DUE NO LATER THAN JUNE 7, 2024

For efficient and quick response, we request companies to submit this acknowledgement form via e-mail.
Please complete the fields for your company information and follow instructions at the bottom of this form.

Our company's reporting status is as follows **(please check all that apply):**

- ☐ **Our company's data will be filed by the required due date of JULY 5, 2024.**

Our company is aware of the reporting requirements under CIC 11761 and California Code of Regulations Title 10, Chapter 5, Subchapter 3 Sections 2592-2592.08. We will be reporting the required data.

[The contact person \(Claims Manager or Regulatory Affairs Manager\) for our company's filing is provided in the next section of this form.](#)

- ☐ **Our company has no experience to report.**

Our company is aware of the reporting requirements under CIC 11761 and California Code of Regulations Title 10, Chapter 5, Subchapter 3 Sections 2592-2592.08. After a review of our records, we have determined that our company's status is as follows . **If the selections are highlighted in "RED" your company is required to file the WCAC Data Call and cannot select the fields below:**

Our company is ADMITTED to transact workers' compensation insurance in California, HOWEVER, WE HAVE NO EXISTING BUSINESS IN WORKERS' COMPENSATION INSURANCE (as determined by our company's California State Page Exhibit – Line 16). We are providing the contact information for our company's Claims Manager or Regulatory Affairs Manager.

(Select your company's name from the drop down list of companies in the Company Name field)	
Company Name	
NAIC Number	Group
Mailing Address	
City	
State	ZIP Code
Contact Person's Name	
Title	
E-Mail Address	
Telephone Number	Ext.
Fax Number	
Date Form Completed	