

Idaho Industrial Commission: How to Report Proof of Coverage in Idaho (POC)

Step 1:

The Insurance Carrier must report policy data in WCPOLS to NCCI with all Proof of Coverage data required by Idaho

Step 2:

NCCI transmits Proof of Coverage data to the Idaho Industrial Commission. The data must be uploaded and accepted

Mandatory

- Report POC electronically to NCCI
- Report new policies/renewals within 30 days
- Report cancellations within 60 days
- Idaho endorsed to Section 3A
- Insurance Carrier licensed in Idaho

Idaho Industrial Commission

- <https://iic.idaho.gov/POC>

Employer Compliance Department

- 208-334-6060
- suretyrequest@iic.idaho.gov

Problems Reporting to NCCI:

- POCA@NCCI.com

The Idaho Industrial Commission Does Not:

- Accept certificates of insurance
- Accept Policy Declarations
- Submit information to NCCI
- Write Insurance policies

Mandatory Reporting Fields to NCCI

Record Type	Required Data Elements
Header Record	<ul style="list-style-type: none">• Legal Nature of Insured• Employee Leasing Policy Type• Prior Policy Number (Applicable to renewal and subsequent full replacement transactions)
Name Record	<ul style="list-style-type: none">• Legal Nature of Entity• PEO or Client Company Code
Exposure Record	<ul style="list-style-type: none">• Estimated Exposure Amount
State Premium Record	<ul style="list-style-type: none">• Estimated State Standard Premium
Deductible Endorsement Record <i>(Applicable to Policies Subject to Deductible Program)</i>	<ul style="list-style-type: none">• Losses Subject to Deductible Code

Common Reporting Errors

When there is no physical location in the state:

- Idaho will accept employer names linked to a Type 6 address (no physical location)
- Idaho will not accept employer names linked to a Type 2 address (out of state)

Multi-State Policy Endorsements

- Idaho must be endorsed to Section 3A

Non - Renewals

- Idaho is a continuous coverage state
- Non-renewals are required and must be Reported 60 days prior to the effective date of the non-renewal cancellation

Refer to the POC Data Element Requirements located in NCCI's Policy and Proof of Coverage Reporting guidebook for all requirements