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](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

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Required Data Elements</th>
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| **Header Record**       | • Legal Nature of Insured  
                          • Employee Leasing Policy Type  
                          • Prior Policy Number  
                          (Applicable to renewal and subsequent full replacement transactions) |
| **Name Record**         | • Legal Nature of Entity  
                          • PEO or Client Company Code                                                  |
| **Exposure Record**     | • Estimated Exposure Amount                                                                                                                                    |
| **State Premium Record**| • Estimated State Standard Premium                                                                                                                              |
| **Deductible Endorsement Record** | • Losses Subject to Deductible Code  
                                  (Applicable to Policies Subject to Deductible Program) |

## 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