R.C. 2330

To: The Members of the Board

Workers Compensation Policy Forms - Numerical References
Issue Date - April 1, 2013

In accordance with the authorization of the NYCIRB Underwriting Committee, and approval by the New York State Department of Financial Services, we hereby introduce an amendment to the New York Workers Compensation and Employers Liability Manual regarding Rule I, providing clarification on the proper Policy Form numbers associated with the instructions contained in Rule I. B. - Standard Policy. An issue date of April 1, 2013 is approved for this amendment.

This change provides additional information on the specific policy form numbers to be used for a Standard Policy, a Volunteer Firefighter Policy or a Volunteer Ambulance Workers Policy. These clarifications are reflected on the attached Page R-1 from the Rules section of the Manual.

The changes are also included in an updated version of the New York Workers Compensation & Employers Liability Manual which is available via the Board’s website at: www.nycirb.org.

Very truly yours,
Monte Almer
President

WVT:tg
Encl.
PART ONE—RULES

RULE I - GENERAL

A. WORKERS COMPENSATION

Workers Compensation as used in this manual means workmen's compensation, workers compensation or occupational disease.

B. STANDARD POLICY

Standard Policy means the standard provisions Workers Compensation and Employers Liability Insurance Policy and the Information Page approved by the New York State Department of Financial Services. Every policy affording coverage under the New York Workers’ Compensation Law must have the following endorsements attached:

- WC 31 03 08 - New York Limit of Liability Endorsement;
- WC 31 03 19F - New York Construction Classification Premium Adjustment Program Explanatory Endorsement;
- WC 00 04 14 - Notification of Change in Ownership
- WC 00 04 19 - Premium Due Date Endorsement;
- WC 00 04 21C - Catastrophe (Other Than Certified Acts of Terrorism) Premium Endorsement
- WC 00 04 22A - Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement

★ Exception: The Standard Policy (WC 00 00 00B) shall not be used to provide coverage for employees subject to the New York Volunteer Firefighters’ Benefit Law or the New York Volunteer Ambulance Workers’ Benefit Law. Such coverage can be afforded only by means of a Volunteer Firefighters’ Benefit Law Policy (WC 31 00 00A) or a Volunteer Ambulance Workers’ Benefit Law Policy (WC 31 00 02A), respectively.

C. ENDORSEMENT FORMS

Endorsement forms means authorized endorsements listed in the Alphabetical List of Endorsements in Part Four of this manual. All endorsements must be used in the form prescribed in this manual.

D. POLICY AND ENDORSEMENT FORMS

Refer to the Policy Forms and Authorized Endorsement section of this manual for a complete description of coverages and instructions on use of policy and endorsement forms.

E. APPLICATION OF MANUAL RULES

Rules apply separately to each policy, except as allowed by Rule VII - Premium Discount.

F. EFFECTIVE DATE

1. Manual

This manual applies only from the anniversary rating date which occurs on or after the effective date of this manual.