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CIRCULAR

October 25, 2024

DCRB CIRCULAR NO. 1044

To All Members of the DCRB:

**RE: Approval of DCRB Filing No. 2404 – Basic Manual Housekeeping Revisions to Section 2
Effective December 1, 2024**

The Delaware Insurance Department has approved DCRB Filing No. 2404 regarding housekeeping revisions to Section 2 of the Delaware Workers' Compensation Manual of Rules, Classifications and Rating Values for Workers' Compensation and Employers Liability Insurance (Basic Manual), for policies effective 12:01 a.m., December 1, 2024, or later. The effective date of these changes aligns with the DCRB's annual comprehensive residual market rate and voluntary market loss cost filing, which was approved by the Department of Insurance for policies effective at 12:01 a.m., December 1, 2024, and later (DCRB Circular No. 1043, dated October 15, 2024). This coordination will consolidate necessary changes that the DCRB's members and other constituents must make to policies, forms, and systems.

The housekeeping revisions are intended to improve Basic Manual language by making it clearer and less ambiguous. These revisions clarify existing classification procedures and update language defining certain classifications to align with verbiage used in other Basic Manual provisions and/or to recognize ongoing technological or industrial changes. The revisions are intended to assist in the administration of the DCRB's uniform classification plan and do not revise the scope of any classification or impact on any classification's residual market rate or loss cost value.

The Basic Manual housekeeping revisions are summarized below:

- Section 2 – Revisions to 6 classification descriptions for clarity.
- Underwriting Guide – Addition of 5 new entries, revision to 5 existing entries, and deletion of 3 entries.
- General Auditing & Classification Information Section – revision to the "Temporary Staffing Contractor" entry for clarity.

Please refer to DCRB Filing No. 2404, under the "Filings" tab of the DCRB's website for additional information. Please contact Robert Ferrante, Manager of the DCRB's Classification Section at 215-320-4584 or at rferrante@dcrb.com for any questions or concerning this circular. The Basic Manual will be updated on the DCRB's website at a later date.

Sincerely,

William V. Taylor
President