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CIRCULAR

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### DCRB Circular #1050

To all members of the DCRB:

#### **RE: New Policy Timeliness Compliance Guide Now Available**

The Delaware Compensation Rating Bureau (DCRB) is pleased to announce the publication of the *Delaware Policy Timeliness Compliance Guide*, a comprehensive new resource developed to support insurers' compliance with Phase 1 of the 2025 Policy Data Quality Assurance Program (PDQAP).

With the effective date of July 1, 2025 approaching, this step-by-step guide provides clear instruction on how to align policy reporting practices with new requirements under the Late Reported Policy Timeliness Initiative, including how to navigate the Policy Data Manager (PDM) system, generate Late Policy Reports, and manage new automated notifications.

These new tools are designed to help carriers:

- Proactively monitor policy submission timelines
- Avoid late submissions and associated fines
- Improve internal processes and data integrity

#### **What's Changing?**

Beginning July 1, policies submitted 36 days or more after the effective date will be subject to a graduated fine structure, ranging from \$50 to \$2,000 depending on the number of days late. DCRB allows a 5-day grace period to accommodate processing delays. The guide outlines which policy transactions are impacted and provides instructions for compliance.

#### **Where the Guide Fits In**

This guide is a key part of the broader PDQAP, which aims to strengthen the timeliness and quality of policy data reporting. Timely and accurate policy submissions are essential to maintain data integrity and support functions such as experience rating, proof of coverage, and regulatory filings.

The DCRB has already begun issuing monthly email notifications to designated Policy Contacts and encourages members to ensure contact details are up to date. These contacts will receive alerts for any late policies and have access to downloadable reports via the PDM platform.

**Action Required**

All member carriers are urged to:

- Review the new Compliance Guide at [dcrb.com](https://dcrb.com)
- Confirm access to the Policy Data Manager (PDM) platform
- Designate or update Policy Contacts
- Review internal procedures ahead of July 1, 2025

An [FAQ](#) is available online at [dcrb.com](https://dcrb.com) in the Data Reporting section under Policy. For questions or additional support, please email [pdminquiry@dcrb.com](mailto:pdminquiry@dcrb.com) or call 302-654-1435.

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