

**WCIO WORKERS COMPENSATION
DATA SPECIFICATIONS MANUAL**

**FOR DISTRIBUTION OF
WORKERS COMPENSATION
CLASSES AND RATES (WCRATE)**

DISTRIBUTION OF WORKERS COMPENSATION CLASSES AND RATES (WC RATE)

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WCRATE CONTACT PAGE

WCRATE questions should be directed to the appropriate Data Collection Organization contact listed below:

Compensation Rating and Inspection Bureau of
New Jersey
Manager, MIS Programming Analyst
60 Park Place
Newark, NJ 07102
Telephone: 973-622-6014, ext. 268
Fax: 973-622-1548

New York Compensation Insurance Rating Board
Vice President, Data Processing or
Programming Manager
200 East 42nd Street
New York, NY 10017
Telephone: 212-697-3535, ext. 123 or 124

Delaware Compensation Rating Bureau
Jane Doyle, Systems and Programming
United Plaza Building – Suite 1500
30 South 17th Street
Philadelphia, PA 19103-4007
Telephone: 215-568-2371

North Carolina Rate Bureau
Workers Compensation Manager
5401 Six Forks Road
Raleigh, NC 27609-4435
Telephone: 919-783-9790, ext. 1050
E-mail: jgh.@ncrb.org

Insurance Services Office, Inc.
Cliff Hall
545 Washington Blvd
Jersey City, NJ 07310-1686
Telephone: 201-469-2228
Fax: 201-469-2141
E-mail: chall@iso.com

Pennsylvania Compensation Rating Bureau
Jane Doyle, Systems and Programming
United Plaza Building – Suite 1500
30 South 17th Street
Philadelphia, PA 19103-4007
Telephone: 215-568-2371

Minnesota Workers Compensation Insurers
Association, Inc.
Pam R. Flaten
Data Collection & Reporting Manager
7701 France Avenue South, Suite 450
Minneapolis, MN 55435
Telephone: 952-897-6417
Fax: 952-897-6495
E-mail: pam.flaten@mwcia.org

Wisconsin Compensation Rating Bureau
Unit Stat Specialist
P.O. Box 3080
Milwaukee, WI 53226
Telephone: 262-796-4570
E-mail: kay.higgins@wcrb.org

National Council on Compensation Insurance, Inc.
Customer Service
901 Peninsula Corporate Circle
Boca Raton, FL 33487
Telephone: 800-NCCI 1-2-3 (800-622-123)
E-mail: customer_service@ncci.com

Workers Compensation Rating and Inspection
Bureau of Massachusetts
Chief Information Officer or
Manager of Data Operations
101 Arch Street, 5th Floor
Boston, MA 02110
Telephone: 617-439-9030, ext. 576

FOR DISTRIBUTION OF
WORKERS COMPENSATION CLASSES AND RATES (WC RATE)
SECTION 1
GENERAL

GENERAL

These specifications are for the distribution of classification codes, rates, and wordings to insurers by jurisdictions. Requests for this data should be directed to the appropriate jurisdiction.

Unless otherwise specified, the following standards will apply:

1. All alpha (A) and alphanumeric (AN) data fields are to be left-justified and right blank-filled.
2. All numeric (N) data fields are to be right-justified and left zero-filled, and unsigned.
3. All "RESERVED FOR FUTURE USE" fields are to be blank.
4. Fields indicated as "Not Applicable" will be zero-filled or blank by the jurisdiction whose abbreviations follow the phrase.
5. Data shall be written on 9-track, odd parity at 6,250 BPI density or, if requested by insurers, at 1,600 BPI.
6. Records will be blocked 50 (7,500 characters per block).
7. Tapes will contain internal IBM standard OS or DOS-generated labels.
8. All fields will be character; no signed or packed fields will be written.

FOR DISTRIBUTION OF
WORKERS COMPENSATION CLASSES AND RATES (WC RATE)
SECTION 2
RECORD LAYOUTS

Field No.	Field Title/Description	Class	Position	Bytes
I. HEADER RECORD				
1	RECORD TYPE CODE Code "1" indicates a header record. One header record per rate file.	(N)	1	1
2	STATE CODE 2-digit state code of rates covered by this file.	(N)	2-3	2
3	EFFECTIVE DATE Applies to all classification codes on this file, formatted YYMMDD	(N)	4-9	6
4	EXPIRATION DATE Formatted YYMMDD. NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	10-15	6
5	SELF-RATING POINT OR STATE REFERENCE POINT AMOUNT Used for experience rating. Whole dollars. NOT APPLICABLE: CA, DE, MA, NJ, PA	(N)	16-22	7
6	UNITED STATES LONGSHORE AND HARBOR WORKERS' ACCIDENT LIMIT TOTAL Used for experience rating. Whole dollars. NOT APPLICABLE: CA, DE, NJ, PA	(N)	23-29	7
7	USL&HW LOADING PERCENTAGE FACTOR—NON-FEDERAL CLASSES Used for policy rating. Percentage expressed as XXX.X with assumed decimal point between Positions 32 and 33. NOT APPLICABLE: CA	(N)	30-33	4
8	USL&HW LOADING PERCENTAGE FACTOR—NON-FEDERAL CLASSES Used for experience rating. Percentage expressed as XXX.X with assumed decimal point between Positions 36 and 37. NOT APPLICABLE: CA, DE, NJ, PA	(N)	34-37	4
9	PAYROLL LIMITATION RULE CHANGE OVER DATE Formatted YYMMDD. NOT APPLICABLE: CA, DE, MA, NCCI, NJ, NY, PA	(N)	38-43	6
10	RESERVED FOR FUTURE USE		44-50	7
11	EMPLOYERS LIABILITY ACCIDENT LIMITATION AMOUNT Used for experience rating. Whole dollars. NOT APPLICABLE: CA, NJ	(N)	51-60	10

Field No.	Field Title/Description	Class	Position	Bytes												
12	EXPENSE CONSTANT AMOUNT Whole dollars. NOT APPLICABLE: CA, PA	(N)	61-70	10												
13	APPLICABILITY CODE <table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Applies to new, renewal and outstanding policies</td> </tr> <tr> <td>2</td> <td>Applies to new and renewal policies only</td> </tr> <tr> <td>3</td> <td>Applies to outstanding policies only</td> </tr> <tr> <td>4</td> <td>Applies to new policies only</td> </tr> <tr> <td>5</td> <td>Applies to renewal policies only</td> </tr> </tbody> </table>	Code	Description	1	Applies to new, renewal and outstanding policies	2	Applies to new and renewal policies only	3	Applies to outstanding policies only	4	Applies to new policies only	5	Applies to renewal policies only	(N)	71	1
Code	Description															
1	Applies to new, renewal and outstanding policies															
2	Applies to new and renewal policies only															
3	Applies to outstanding policies only															
4	Applies to new policies only															
5	Applies to renewal policies only															
14	TYPE OF RATE DATA CODE <table border="0"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Assigned risk rates</td> </tr> <tr> <td>2</td> <td>Voluntary rates</td> </tr> <tr> <td>3</td> <td>Assigned risk and voluntary rates</td> </tr> <tr> <td>4</td> <td>Advisory Loss Cost/Pure Premium rates</td> </tr> </tbody> </table> NOT APPLICABLE: CA, NJ, NY	Code	Description	1	Assigned risk rates	2	Voluntary rates	3	Assigned risk and voluntary rates	4	Advisory Loss Cost/Pure Premium rates	(N)	72	1		
Code	Description															
1	Assigned risk rates															
2	Voluntary rates															
3	Assigned risk and voluntary rates															
4	Advisory Loss Cost/Pure Premium rates															
15	POLICY SURCHARGE FACTOR—SECOND INJURY FUND (NJ ONLY) Expressed as a factor with an assumed decimal point between Positions 78 and 79.	(N)	73-82	10												
16	POLICY SURCHARGE FACTOR—UNINSURED EMPLOYERS FUND (NJ ONLY) Expressed as a factor with an assumed decimal point between Positions 88 and 89.	(N)	83-92	10												
17	POLICY SURCHARGE FACTOR—PLAN SURCHARGE FOR REJECTED VOLUNTARY COVERAGE (NJ ONLY) Expressed as a factor with an assumed decimal point between Positions 98 and 99.	(N)	93-102	10												
18	RESERVED FOR FUTURE USE		103-150	48												

Field No.	Field Title/Description	Class	Position	Bytes
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II. RATE RECORD

1	RECORD TYPE CODE Code "2" indicates a rate record. The rate record contains classification detail.	(N)	1	1
2	STATE CODE 2-digit code of state to which these classes and rates apply.	(N)	2-3	2
3	RESERVED FOR FUTURE USE		4-6	3
4	CLASSIFICATION CODE	(N)	7-10	4
5	CLASSIFICATION CODE SUFFIX DESCRIPTION CODE (NCCI ONLY) A multi-character code that identifies the type and status of the classification code. Up to five codes may apply.	(A)	11-15	5
A	Minimum Premium \$100 per ginning location for policy minimum premium computation			
D	Treatment of Disease Coverage. Refer to the footnotes on the applicable rate pages.			
E	Rate for classification already includes the specific disease loading. Refer to the footnotes on the applicable rate pages.			
F	Rate provides for coverage under the United States Longshore and Harbor Workers Compensation Act and its extensions. Rates include a provision for the USL&HW assessment.			
M	Rate provides for coverage under Admiralty Law and Federal Employers' Liability Act (FELA).			
N	This code is part of a ratable / non-ratable group. The statistical non-ratable code and corresponding rate are applied in addition to the basic classification when determining premium.			
P	Classification is computed on a per capita basis.			
X	This classification phraseology differs from the NCCI national phraseology. Refer to the footnotes on the applicable rate pages.			
Z	Classification has a specific footnote as indicated by an asterisk (*). Refer to the footnotes on the applicable rate pages.			
6	RESERVED FOR FUTURE USE		16-22	7
7	RATABLE/NON-RATABLE CODE	(N)	23	1
	Code Description			
	0 Classification is not subject to Experience or Retrospective Rating.			
	1 Classification is subject to Experience and Retrospective Rating.			
8	RESERVED FOR FUTURE USE		24-25	2

Field No.	Field Title/Description	Class	Position	Bytes
9	FEDERAL CLASSIFICATION CODE	(AN)	26	1
	Code Description			
	F Federal Classification			
	Blank Non-Federal Classification			
10	CLASSIFICATION TYPE CODE	(AN)	27	1
	Code Description			
	A "A" Rated Manual Classification N/A: CA Rates are not published for these classifications due to the diversity of the insureds. Estimated rates are obtained from the licensed rating organization until an inspection of the insured's activities can be made.			
	M Manual Classification Includes all standard workers compensation classification codes which are applicable in the state.			
	L Non-Ratable Loading/Element Classification N/A: CA, NJ The rate shown is not included in the manual rate of the associated ratable classification.			
	N Non-Ratable Element Classification N/A: CA, DE, NJ, PA The rate shown is included in the manual rate of the associated ratable classification.			
	S Statistical Classification N/A CA, DE, PA This category includes Schedule Rating, Short Rate Penalty, Deviations, etc. as defined in the jurisdiction's Statistical Plan.			
11	MINIMUM PREMIUM EXCEPTION CODE (NCCI ONLY)	(A)	28	1
12	RESERVED FOR FUTURE USE		29	1
13	INDUSTRY GROUP CODE	(N)	30	1
	Code Description			
	0 Statistical Classification			
	1 Manufacturing			
	2 Contracting			
	3 Office and Clerical			
	3 All Other (DE, MA, NJ and PA ONLY)			
	4 Goods and Services			
	4 Federal (MA ONLY)			
	5 Underground Coal Mines (NJ ONLY)			
	5 Statistical (MA ONLY)			
	6 Oil and Gas			
	6 A-Rate (MA ONLY)			
	7 Exclusions			
	7 Admiralty (MA ONLY)			

NOT APPLICABLE: Codes 4–7 for DE, PA

Field No.	Field Title/Description	Class	Position	Bytes								
14	CLASSIFICATION MANUAL/LOSS COST RATE Assumed decimal between Positions 36 and 37. "A Rated" and Statistical Classes will be shown on a file with Classification Manual Rate zero-filled.	(N)	31-40	10								
15	MINIMUM PREMIUM AMOUNT Whole dollars. If "A Rated" or Statistical Classes, field will be zero-filled. NCCI Note: Maritime "A Rated" Classes will show minimum premium amount in whole dollars. NOT APPLICABLE: CA	(N)	41-50	10								
16	LOSS CONSTANT AMOUNT Whole dollars. NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	51-60	10								
17	EXPOSURE BASE CODE Code that indicates how premiums are determined for the Classification. <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Premiums are determined by payroll.</td> </tr> <tr> <td>2</td> <td>Premiums are determined by per capita.</td> </tr> <tr> <td>3</td> <td>Premiums are determined by unit count.</td> </tr> </tbody> </table> Statistical Classes will be shown on a file with Exposure Base zero-filled.	Code	Description	1	Premiums are determined by payroll.	2	Premiums are determined by per capita.	3	Premiums are determined by unit count.	(N)	61	1
Code	Description											
1	Premiums are determined by payroll.											
2	Premiums are determined by per capita.											
3	Premiums are determined by unit count.											
18	COLUMN 1 EXPECTED LOSS RATE FACTOR Assumed decimal between Positions 67 and 68. If "A Rated" or Statistical Classification, field will be zero-filled. For states with only one ELR, this field will carry the values. NOT APPLICABLE: CA, DE, NJ, PA	(N)	62-71	10								
19	COLUMN 1 ELR EXCEPTION CODE (NCCI ONLY)	(A)	72	1								
20	COLUMN 2 EXPECTED LOSS RATE FACTOR Assumed decimal between Positions 78 and 79. If "A Rated" or Statistical Class, field will be zero-filled. For states with only one ELR, this field will be zero-filled with Column 1 Expected Loss Rate field carrying the ELR values NOT APPLICABLE: CA, DE, NJ, NY, PA	(N)	73-82	10								
21	COLUMN 2 ELR EXCEPTION CODE (NCCI ONLY)	(A)	83	1								

Field No.	Field Title/Description	Class	Position	Bytes
22	<p>“D” RATIO FACTOR Zero-filled for states having no “D” Ratios.</p> <p>NOT APPLICABLE: DE, NJ, PA</p>	(N)	84-85	2
23	<p>“D” RATIO EXCEPTION CODE (NCCI ONLY)</p>	(A)	86	1
24	<p>EX-MED RATIO FACTOR</p> <p>NOT APPLICABLE: DE, NJ, PA</p>	(N)	87-88	2
25	<p>RESERVED FOR FUTURE USE</p>		89	1
26	<p>HAZARD GROUP CODE This field contains the Hazard Group Code assignment for each classification code. In jurisdictions that have adopted the seven hazard groups, they will be displayed as alpha A-G. In jurisdictions that continue to use the four hazard groups, they will be displayed as numeric 1-4. Zero-filled for Statistical, Admiralty and FELA classes.</p> <p>NOT APPLICABLE: CA</p>	(AN)	90	1
27	<p>MANDATORY ASSOCIATED CLASSIFICATION CODE—NON-RATABLE This field contains the Classification Code which must be submitted with the Classification found in Positions 7-10. This field will be zero-filled for the non-ratable classes identified with a zero in the Ratable/Non-Ratable Code Position 23 or when this field is not applicable.</p> <p>NOT APPLICABLE: CA, NJ</p>	(N)	91-94	4
28	<p>RESERVED FOR FUTURE USE</p>		95	1
29	<p>OPTIONAL ASSOCIATED CLASSIFICATION CODE—NON-RATABLE This field contains the Classification Code which must be submitted with the Classification found in Positions 7-10, only if the risk has the exposure identified. This field will be zero-filled for the non-ratable classes identified with a zero in the Ratable/Non-Ratable Code Position 23 or when this field is not applicable</p> <p>NOT APPLICABLE: CA, NJ</p>	(N)	96-99	4
30	<p>RESERVED FOR FUTURE USE</p>		100-150	51

Field No.	Field Title/Description	Class	Position	Bytes
III. PREMIUM DISCOUNT RECORD				
1	RECORD TYPE CODE Code "3" indicates premium discount record. One premium discount record per rate file. NOT APPLICABLE: CA	(N)	1	1
2	STATE CODE	(N)	2-3	2
3	SCHEDULE X/NON-STOCK DATA*			
3.1	FIRST PREMIUM DISCOUNT LAYER AMOUNT Expressed in thousands of dollars.	(N)	4-7	4
3.2	FIRST LAYER FACTOR Expressed as XX.X with assumed decimal point between Positions 9 and 10.	(N)	8-10	3
3.3	SECOND PREMIUM DISCOUNT LAYER AMOUNT	(N)	11-14	4
3.4	SECOND LAYER FACTOR	(N)	15-17	3
3.5	THIRD PREMIUM DISCOUNT LAYER AMOUNT	(N)	18-21	4
3.6	THIRD LAYER FACTOR	(N)	22-24	3
3.7	FOURTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	25-28	4
3.8	FOURTH LAYER FACTOR	(N)	29-31	3
3.9	FIFTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	32-36	5
3.10	FIFTH LAYER FACTOR	(N)	37-39	3
3.11	SIXTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	40-44	5
3.12	SIXTH LAYER FACTOR	(N)	45-47	3
4	SCHEDULE Y/STOCK DATA*			
4.1	FIRST PREMIUM DISCOUNT LAYER AMOUNT Expressed in thousands of dollars.	(N)	48-51	4
4.2	FIRST LAYER FACTOR Expressed as XX.X with assumed decimal point between Positions 53 and 54.	(N)	52-54	3
4.3	SECOND PREMIUM DISCOUNT LAYER AMOUNT	(N)	55-58	4
4.4	SECOND LAYER FACTOR	(N)	59-61	3
4.5	THIRD PREMIUM DISCOUNT LAYER AMOUNT	(N)	62-65	4
4.6	THIRD LAYER FACTOR	(N)	66-68	3

Field No.	Field Title/Description	Class	Position	Bytes
4.7	FOURTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	69-72	4
4.8	FOURTH LAYER FACTOR	(N)	73-75	3
4.9	FIFTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	76-80	5
4.10	FIFTH LAYER FACTOR	(N)	81-83	3
4.11	SIXTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	84-88	5
4.12	SIXTH LAYER FACTOR	(N)	89-91	3
5	ASSIGNED RISK DATA*			
	NOT APPLICABLE: NY			
5.1	FIRST PREMIUM DISCOUNT LAYER AMOUNT Expressed in thousands of dollars.	(N)	92-95	4
5.2	FIRST LAYER FACTOR Expressed as XX.X with assumed decimal point between Positions 97 and 98.	(N)	96-98	3
5.3	SECOND PREMIUM DISCOUNT LAYER AMOUNT	(N)	99-102	4
5.4	SECOND LAYER FACTOR	(N)	103-105	3
5.5	THIRD PREMIUM DISCOUNT LAYER AMOUNT	(N)	106-109	4
5.6	THIRD LAYER FACTOR	(N)	110-112	3
5.7	FOURTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	113-116	4
5.8	FOURTH LAYER FACTOR	(N)	117-119	3
5.9	FIFTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	120-124	5
5.10	FIFTH LAYER FACTOR	(N)	125-127	3
5.11	SIXTH PREMIUM DISCOUNT LAYER AMOUNT	(N)	128-132	5
5.12	SIXTH LAYER FACTOR	(N)	133-135	3
6	RESERVED FOR FUTURE USE		136-150	15

* Premium discount layer amount used for "balance" (e.g., over \$500,000 or fourth layer) is filled with "9s." Remaining layer(s) and their factor fields(s) are zero-filled.

Field No.	Field Title/Description	Class	Position	Bytes
IV. CLASSIFICATION WORDING RECORD				
1	RECORD TYPE CODE Code "4" indicates a classification wording record.	(N)	1	1
2	STATE CODE	(N)	2-3	2
3	RESERVED FOR FUTURE USE		4-6	3
4	CLASSIFICATION CODE	(N)	7-10	4
5	RESERVED FOR FUTURE USE		11-20	10
6	CLASSIFICATION WORDING SUFFIX The suffix that will provide a cross-reference to the Manual Classification wording. 00 = Primary Wording—NJ, NY. NOT APPLICABLE: DE, PA	(AN)	21-22	2
7	CLASSIFICATION WORDING LINE SEQUENCE NUMBER This sequence number shall begin with 01 for each Classification Wording Suffix.	(N)	23-24	2
8	CLASSIFICATION WORDING	(AN)	25-94	70
9	RESERVED FOR FUTURE USE		95-150	56

Field No.	Field Title/Description	Class	Position	Bytes
V. CONTROL RECORD				
1	RECORD TYPE CODE Code "9" indicates a control record. One control record per rate file.	(N)	1	1
2	SUBMISSION CREATION DATE Formatted YYMMDD.	(N)	2-7	6
3	RECORD COUNT TOTAL Total of all records on rate file.	(N)	8-13	6
4	RATE FIELD HASH TOTAL Each record containing a Classification Manual/Loss Cost rate (Record Type Code 2, Positions 31-40) will be added to this counter.	(N)	14-25	12
5	RESERVED FOR FUTURE USE		26-150	125