

# How to Report Proof of Coverage in Idaho (POC)



## 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.

## Policy Data Reporting Resources

Idaho Industrial Commission

- <https://iic.idaho.gov/>
- <https://iic.idaho.gov/benefits-administration/insurance-information/electronic-data-interchange-edi/>

NCCI's Policy and Reporting Guidebook

- <https://www.ncci.com/servicetools/pages/policydata.aspx>



## 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 policy data electronically to NCCI
- Report new policies/renewal 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>

Employer Compliance Department  
208-334-6060  
[suretyrequest@iic.idaho.gov](mailto:suretyrequest@iic.idaho.gov)

Problems Reporting to NCCI  
[data@ncci.com](mailto:data@ncci.com)

## The Industrial Commission does not:

- Accept certificates of insurance
- Accept policy declarations
- Submit information to NCCI
- Write insurance policies