



Texas Department of Insurance

Division of Workers' Compensation

7551 Metro Center Drive, Suite 100 • Austin, Texas 78744-1609

512-804-4000 • 512-804-4001 fax • www.tdi.state.tx.us

MEMORANDUM

TO: Workers' Compensation Insurance Carriers
Workers' Compensation Proof of Coverage Statistical Agents

FROM: Patricia Gilbert, Executive Deputy Commissioner for Operations

DATE: December 19, 2007

RE: Proof of Coverage Reporting Requirements

The Texas Department of Insurance, Division of Workers' Compensation (TDI-DWC) maintains an online employee coverage verification system. The system is based on information submitted by insurance carriers regarding their covered employers. Recently TDI-DWC discovered this information included the physical address of domestic violence shelters. In order to prevent disclosure of these addresses to the public, TDI-DWC, with the cooperation of the Texas Council on Family Violence (TCFV), is directing that carriers and statistical agents do the following:

An employer address is required for proof of coverage reporting under the IAIABC EDI Implementation Guide for Proof of Coverage, the adopted standard for reporting in Texas. In order to protect the confidential location of domestic violence shelters, employers, insurance carriers, and statistical agents should not report a physical address as a part of proof of coverage reporting. Insurance carriers should use a post office box or an alternative address, such as an administrative address if one is available, for these locations.

The TCFV provides a public directory of the domestic violence shelters on their website at http://www.tcfv.org/pdf/service_directory.pdf. This directory is updated annually. Carriers may use this directory as a listing of all the shelters.

Some shelters may have a physical address in the directory because the shelters have met certain conditions to allow their physical location to be made public. If the shelter prefers that its carrier report its physical address, the carrier may do so.

The directory also has a listing of Battering Intervention and Prevention Programs (BIPP). Many of the BIPPs are located within shelters. Carriers should not report the physical address of any BIPP that does not provide a physical address in the in the directory.

If you have questions about this, please contact the TDI-DWC Coverage Section at 512-804-4345.