

2017 FHCF Insurer Responsibilities and Deadlines Summary

June 1, 2017

Requirements	Due Date	Form Reference
Reimbursement Contract (Form FHCF-2017K) - Adopted under Rule 19-8.010, Florida Administrative Code		
Current Participants	By March 1, 2017	Reimbursement Contract - Article III (2)
New Participants	No later than 30 days after effective date of first FHCF covered policy	Reimbursement Contract - Article III (2)(d)
Company Contact Information Form (Form FHCF C-1) - Adopted under Rule 19-8.029, Florida Administrative Code		
Current Participants	By March 1, 2017 (include with executed Reimbursement Contract); an updated form should be submitted any time during the year if contacts change	Rule 19-8.029(8)
New Participants	No later than 30 days after effective date of first FHCF covered policy	
Data Call (Form FHCF-D1A) - Adopted under Rule 19-8.029, Florida Administrative Code		
Construction Mapping Worksheet (REQUIRED if a participant's construction definitions do not closely match FHCF's definitions)	By August 1, 2017	Data Call, pages 9 and 28
Mixed-Occupancy Single Structures Worksheet (REQUIRED for all participants reporting policies using FHCF commercial type of business code 1)	By August 1, 2017	Data Call, pages 5 and 31
Annual Data Call Submission(s)		
Current Participants	By September 1, 2017	Reimbursement Contract - Article X(1)(a); Data Call - page 1
New Participants (first FHCF covered policy written June 1, 2017 through November 30, 2017)	By February 1, 2018	Reimbursement Contract - Article X(1)(b); Data Call - page 34
New Participants (first FHCF covered policy written after November 30, 2017)	No Data Call file submission is due	Reimbursement Contract - Article X(1)(c)
Data Call Resubmission(s)		
	Within 30 days of notice from the FHCF (may be less than 30 days if the participant has been notified of an upcoming examination)	Reimbursement Contract - Article X(5); Data Call - page 4
Loss Reporting Forms - Adopted under Rule 19-8.029, Florida Administrative Code		
Interim Loss Report (Form FHCF-L1A)		
Separate report for each event	By the date requested by the FHCF	Reimbursement Contract - Article X(3)(b)
Proof of Loss Report (Form FHCF-L1B)		
Note: the Proof of Loss Report may be submitted at anytime voluntarily once a participant's retention is known, and a separate report is required for each covered hurricane.		
Annually (for the contract year during which the hurricane occurred)	No earlier than December 1 and no later than December 31 of the FHCF contract year of the covered hurricane	Reimbursement Contract - Article X(3)(b)
Quarterly	By March 31 if a participant's covered losses under a specific hurricane are expected to exceed 50% of its FHCF retention	
	By June 30 if a participant's covered losses under a specific hurricane are expected to exceed 75% of its FHCF retention	
	By September 30, and quarterly thereafter, if a participant's covered losses under a specific hurricane are expected to exceed its FHCF retention	
Annually (for each contract year following the contract year in which the hurricane occurred)	Annually (after the initial December filing), no earlier than December 1 or later than December 31 of the FHCF contract year, until the earlier of completing a commutation with the FHCF or fully discharging all losses	

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Detailed Claims Listing (Form FHCF-DCL)		
Submitted with the Proof of Loss Report	With the first Proof of Loss Report for a specific covered hurricane that qualifies the participant for reimbursement under that covered hurricane	Reimbursement Contract - Article X(3)(b)
	After reimbursements, annually at each year-end until the earlier of completion of the FHCF commutation process or until all claims and losses resulting from the covered hurricane are fully discharged, including any adjustments to such losses due to salvage or other recoveries	
	Upon notice of a loss reimbursement examination by the FHCF	
	Upon request of the FHCF in support of any other filed Proof of Loss Report	
	Upon request of the FHCF in support of an Interim Loss Report	
Data Call and Loss Reporting Examination Forms - Adopted under Rule 19-8.029, Florida Administrative Code		
Exposure Examination Advance Preparation Instructions (Form FHCF-EAP1)		
Loss Reimbursement Examination Advance Preparation Instructions (Form FHCF-LAP1)		
Retain records to support exposure and reported losses	Until [1] the FHCF has completed its examination of a participant's exposure submission and any loss reports for the applicable contract year, and [2] the commutation for the contract year (if applicable) has been concluded	Reimbursement Contract - Article XIII (2) and (3)
Advance records for an examination (outlined in the applicable contract year's Form FHCF-EAP1 or Form FHCF-LAP1)	Within 30 days from the date on the letter received from the FHCF	Rule 19-8.029(7)(a)
On-site records for an examination (outlined in the applicable contract year's Form FHCF-EAP1 or Form FHCF-LAP1)	On the date that an exposure or loss examination is scheduled to begin	Form FHCF-EAP1 - page 3 and Form FHCF-LAP1 - page 3
Response to FHCF examination report	Within 30 days from the date of the letter accompanying the examination report	Rule 19-8.029(7)(b)
If an examination is delayed, cannot be conducted as scheduled, or cannot be completed and the participant is responsible, the participant shall be required to reimburse the FHCF for all the usual and customary expenses connected to such delay, cancellation, or incompleton.	N/A	Rule 19-8.029(7)(c) 1.
If the FHCF finds a participant's records or other necessary information to be inadequate or inadequately posted, recorded, or maintained, the FHCF may employ experts to reconstruct, rewrite, record, post, or maintain such records or information, at the expense of the participant.	N/A	Rule 19-8.029(7)(c) 2.
FHCF Premium Payments		
Provisional premium installment #1	By August 1, 2017	Reimbursement Contract - Article X(2)(a)
Provisional premium installment #2	By October 1, 2017	
Final premium true-up installment (or provisional installment #3 if premium not finalized)	By December 1, 2017	
\$1,000 provisional premium installment (for participants writing first FHCF covered policy from June 1,2017 through November 30, 2017)	Upon execution of the Reimbursement Contract	Reimbursement Contract - Article X(2)(c)
Final premium true-up installment (for new participants writing first FHCF covered policy from June 1, 2017 through November 30, 2017)	By April 1, 2018	
\$1,000 final premium installment (for new participants writing first FHCF covered policy from December 1, 2017 through May 31, 2018)	Upon execution of the Reimbursement Contract	Reimbursement Contract - Article X(2)(d)

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Requirements	Due Date	Form Reference
Ineligibility or Exemption from the FHCF - Adopted under Rule 19-8.012, Florida Administrative Code		
Petition for exemption - participant surrendered its certificate of authority to write residential insurance in Florida	No later than June 1, 2017	Rule 19-8.012(2)
Petition for exemption - participant has no FHCF covered policies in force as of June 30 but has not surrendered its certificate of authority to write residential insurance in Florida	No later than September 1, 2017	
Petition for exemption - participant has less than \$10 million of exposure for FHCF covered policies (voluntary, not required)	No later than September 1, 2017	Rule 19-8.012(3)
Petition for exemption - new participant in the current contract year with less than \$10M in aggregate covered exposure which will remain less than \$10M for remainder of the contract year	Within 30 days of writing its first FHCF covered policy	