



## **Risk Management Premium Credit**

### **Frequently Asked Questions**

#### **Who is included in the staff count?**

Only “active” agency principals, owners, partners and officers participating in daily operations are included in the staff count. Staff includes all employees of the agency, including full-time, part-time, licensed or non-licensed, as well as exclusive independent contractors. Non-exclusive independent contractors are not included. Part-time individuals now count as one employee (i.e., two part-time employees count as two staff members).

#### **If 25% of our staff count does not result in a whole number, how many attendees are required?**

Always round to the next highest whole number. For example, if you have 13 staff, 25% would be 3.25, so you would need to send four staff members to receive the credit.

#### **How long will the coverage checklist credit apply?**

This credit will apply for two years, and can then be requalified.

#### **How long will the website review credit apply?**

If the website review is done voluntarily, the credit will apply for four years, as long the agency continues to qualify for the 10% risk management credit. Agency audits (see below) include this review and the additional 5% credit will apply for the five years that the agency audit credit applies. All audit recommendations must be responded to and approved by the underwriter prior to the renewal date for credit to apply. A website review or agency audit must be done by a Westport approved auditor. Contact Gayle at MIAA to receive a list of approved auditors.

#### **If I do an agency audit, can I earn more than the 20% risk management credits?**

Yes, you can receive an additional 10% credit by having a Westport approved auditor conduct an agency audit and implementing their recommendations. This credit will apply for five years. A list of approved auditors is available at MIAA.

#### **Do I have to pay for a website review or agency audit?**

Yes. Westport has a list of approved auditors you may use. Each auditor has their own pricing schedule.

#### **If my renewal date is **prior to 1/1/20**, and the required number of staff attended loss control seminars this year, will anything change for me until the three-year credit has expired and I need to requalify?**

Generally, no. Any agency on the current three-year loss control credit will retain that credit until the credit period ends, staff members change and attendance must be requalified, or you have a claim that removes the credit. At that point, the new requirements will apply.

**If my renewal date is **1/1/20 or after**, and I am in the middle of a three-year loss control credit, will anything change for me until the three-year credit has expired and I need to requalify?** Generally, no. Any agency on the current three-year loss control credit will retain that credit until the credit period ends, staff members change and attendance must be requalified, or you have a claim that removes the credit. At that point, the new requirements will apply.