



# Important Dates Program Deadlines & Other Reminders

A calendar outline with alternative rating program deadline reminders and other important dates for both private and public state-funded employers. All dates below are based on calendar year 2016.

## DEADLINES & REMINDERS

Month	Private Employer	Public Employer
<b>January '18</b>	<ul style="list-style-type: none"> <li>• <b>31</b> - Deductible program application deadline date for July 1 start date</li> <li>• <b>31</b> - Individual Retrospective Rating application deadline for July 1 start date</li> <li>• <b>31</b> - OCP program application deadline for July 1 start date</li> <li>• <b>31</b> - Group Retrospective Rating application deadline for July 1 start date</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1</b> - Policy year starts</li> <li>• <b>1</b> - Publishing of new rates</li> <li>• <b>1</b> - Payroll true-up notice sent for 2017 policy year</li> <li>• <b>1</b> - DFSP program year starts</li> <li>• <b>1</b> - Individual Retrospective Rating plan program starts</li> <li>• <b>1</b> - Deductible program year starts</li> <li>• <b>1</b> - Group Retrospective Rating program year starts</li> <li>• <b>1</b> - Group Rating program year starts</li> <li>• <b>1</b> - EM Cap program year starts</li> <li>• <b>1</b> - OCP program year starts</li> <li>• <b>2</b> - First prospective installment due for policy year 2018 (employer may opt to defer)</li> <li>• <b>2</b> - Early Payment Discount due date; employer must pay the full 2018 policy year estimated annual premium</li> <li>• <b>1</b> - Industry Specific Safety program year starts</li> <li>• <b>31</b> - ISSP onsite consultation survey (SH-29) deadline</li> <li>• <b>31</b> - DFSP accident analysis training deadline for Jan 1 program start date (initial year only); new supervisors have 60 days from hire date to complete</li> <li>• <b>31</b> - DFSP online safety management self-assessment deadline for Jan 1 start date</li> </ul>
<b>February '18</b>		<ul style="list-style-type: none"> <li>• <b>1</b> - PERRP 300AP submission deadline for previous calendar year statistics</li> <li>• <b>15</b> - Policy year 2017 payroll true-up report due</li> <li>• <b>15</b> - Last day to submit settlement (C240) application</li> </ul>
<b>March '18</b>	<ul style="list-style-type: none"> <li>• <b>30</b> - Last day to request change in estimated annual payroll exposure for policy year 2017</li> <li>• <b>30</b> - DFSP annual report preceding July 1 program start date</li> <li>• <b>30</b> - Last day to request change in installment plan for policy year 2017</li> <li>• <b>30</b> - EM Cap requirements deadline</li> <li>• <b>30</b> - Deadline for OCP education requirement</li> </ul>	<ul style="list-style-type: none"> <li>• <b>2</b> - DFSP action plan (DFSP-5) deadline (advanced level only) for Jan 1 program start date</li> <li>• <b>15</b> - Individual Retrospective Rating annual statements mailed from previous policy year (date approximate)</li> <li>• <b>31</b> - Snap shot date for experience calculation</li> </ul>
<b>April '18</b>		<ul style="list-style-type: none"> <li>• <b>15</b> - Individual Retrospective Rating billing invoice mailed from previous policy year (date approximate)</li> </ul>
<b>May '18</b>	<ul style="list-style-type: none"> <li>• <b>1</b> - Balance of 50/50 premium due</li> <li>• <b>1</b> - Policy year 2018 notice of estimated annual premium sent</li> <li>• <b>15</b> - Last date employer can change installment plan for policy year 2018</li> <li>• <b>31</b> - DFSP program application deadline for July 1 start date</li> <li>• <b>31</b> - Transitional Work Bonus application for July 1 start date</li> <li>• <b>31</b> - Industry Specific Safety program application deadline for July 1 start date</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1</b> - Deferred premium payment due (January - May)</li> <li>• <b>31</b> - Group Rating application deadline for January 1 start date</li> </ul>



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Month	Private Employer	Public Employer
<b>June '18</b>	<ul style="list-style-type: none"> <li>• <b>1</b> - Last day for Individual Retrospective Rating settlements (close out year for 10-year annual evaluation)</li> <li>• <b>1</b> - Policy year 2018 premium invoice mailed</li> <li>• <b>30</b> - Industry Specific Safety Program safety requirements must be completed</li> <li>• <b>30</b> - Industry Specific Safety Program on-site consultation (SH-29) deadline</li> </ul>	<ul style="list-style-type: none"> <li>• <b>30</b> - Deadline for Safety Council participation requirements</li> </ul>
<b>July '18</b>	<ul style="list-style-type: none"> <li>• <b>1</b> - Policy year starts</li> <li>• <b>1</b> - Publishing of new rates</li> <li>• <b>1</b> - DFSP program year starts</li> <li>• <b>1</b> - Deductible program year starts</li> <li>• <b>1</b> - Individual Retrospective Rating program year starts</li> <li>• <b>1</b> - Group Rating program year starts</li> <li>• <b>1</b> - Group Retrospective Rating program year starts</li> <li>• <b>1</b> - OCP program year starts</li> <li>• <b>1</b> - Industry Specific Safety program year starts</li> <li>• <b>1</b> - .99 EM Construction Cap program year starts</li> <li>• <b>1</b> - EM Cap program year start date</li> <li>• <b>1</b> - Transitional Work Bonus program year start date</li> <li>• <b>1</b> - Policy year 2017 payroll true-up report notice sent</li> <li>• <b>2</b> - Policy year 2018 first installment due</li> <li>• <b>2</b> - Early Payment Discount due date; employer must pay the full policy year 2018 estimated annual premium</li> <li>• <b>16</b> - Last day to submit a settlement application (C-240)</li> <li>• <b>31</b> - Safety Council enrollment deadline</li> <li>• <b>31</b> - DFSP accident analysis training deadline for July 1 program start date (initial year only); new supervisors have 60 days from hire date to complete</li> <li>• <b>31</b> - DFSP online safety management self-assessment deadline for program year starting July 1</li> <li>• <b>31</b> - .99 EM Construction Cap deadline to opt out or submission of the safety management self-assessment (SH-26)</li> <li>• <b>31</b> - Industry Specific Safety Program onsite consultation survey (SH29) deadline</li> </ul>	<ul style="list-style-type: none"> <li>• <b>31</b> - Deductible program application deadline date for January 1 start date</li> <li>• <b>31</b> - Individual Retrospective Rating application deadline for January 1 start date</li> <li>• <b>31</b> - OCP program application deadline for January 1 start date</li> <li>• <b>31</b> - Group Retrospective Rating application deadline for January 1 start date</li> <li>• <b>31</b> - Safety Council enrollment deadline</li> </ul>
<b>August '18</b>	<ul style="list-style-type: none"> <li>• <b>15</b> - Policy year 2017 payroll true-up report due</li> <li>• <b>30</b> - DFSP action plan deadline (advanced level only) for program year starting July 1</li> </ul>	
<b>September '18</b>	<ul style="list-style-type: none"> <li>• <b>15</b> - Individual Retrospective Rating annual statements mailed from previous policy year (date approximate)</li> <li>• <b>30</b> - Snapshot date for experience calculation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>28</b> - DFSP annual report deadline for program year starting Jan 1</li> <li>• <b>28</b> - Deadline for OCP education requirement</li> <li>• <b>28</b> - Last day to request change in estimated annual payroll exposure for policy year 2018</li> <li>• <b>28</b> - Last day to request change in installment plan for policy year 2018</li> <li>• <b>28</b> - EM Cap requirement deadline</li> </ul>
<b>October '18</b>		<ul style="list-style-type: none"> <li>• <b>31</b> - Notice of estimated annual premium mailed for policy year 2019</li> </ul>
<b>November '18</b>	<ul style="list-style-type: none"> <li>• <b>19</b> - Group Rating application deadline for July 1 start date</li> </ul>	<ul style="list-style-type: none"> <li>• <b>15</b> - Deadline for deferred payment option for policy year 2018</li> <li>• <b>30</b> - DFSP application deadline for program year starting Jan 1</li> <li>• <b>30</b> - Industry Specific Safety program application deadline for program year starting Jan 1</li> <li>• <b>30</b> - Transitional Work Bonus application deadline for program year starting Jan 1</li> </ul>
<b>December '18</b>	<ul style="list-style-type: none"> <li>• <b>31</b> - Deadline to submit offer and acceptance forms (TWB-2s) for July 2017 Transitional Work Bonus program participants</li> </ul>	<ul style="list-style-type: none"> <li>• <b>31</b> - Industry Specific Safety program safety requirements must be completed</li> <li>• <b>31</b> - Group Rating/Group Retrospective Rating safety requirements must be completed</li> </ul>