

N E W S L I N E

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DWC Posts 2016 Annual Report of Inventory Advice and Form for Claims Reported During Calendar Year 2015

The Division of Workers' Compensation (DWC) Audit Unit has posted on its website the [form](#) claims administrators can use for the required 2016 annual report of inventory (ARI) for claims reported in calendar year 2015, along with advice for claims administrators. This posting replaces individual notices previously sent to claims administrators.

[California Code of Regulations, title 8, section 10104](#) requires claims administrators to file an annual report of inventory indicating the number of claims reported at each adjusting location for the preceding calendar year. The report must be filed with the DWC administrative director (AD) by April 1 of each year. Even if there were no claims reported in the prior year, the report must be completed and submitted to the DWC Audit Unit. Each adjusting location is required to submit an ARI, whether or not they receive a form for reporting claims from the Audit Unit, unless their ARI requirement has been waived by the AD.

A claims administrator's obligation to submit an ARI can be waived if the AD determines that they are in compliance with electronic data reporting requirements of the Workers' Compensation Information System (WCIS). When ARI requirements are waived, claims administrators must file an [annual report of adjusting locations](#). This report is to be filed annually on April 1 of each calendar year for the adjusting location operations as of December 31 of the prior year. DWC has provided a [form](#) for this purpose.

Claims administrators are also required to report any change in the information reported in the ARI or annual report of adjusting location within 45 days of the effective date of the change.

The forms for the required 2016 ARI and annual report of adjusting locations, along with advice for claims administrators, are posted on the DWC [website](#).

Questions about submission of the ARI or the annual report of adjusting locations may be directed to the DWC Audit and Enforcement Unit by email, phone or U.S. mail:

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The [California Department of Industrial Relations](#), established in 1927, protects and improves the health, safety, and economic well-being of over 18 million wage earners, and helps their employers comply with state labor laws. DIR is housed within the [Labor & Workforce Development Agency](#). Non-media inquiries can contact DIR's Communications Call Center at 1-844-LABOR-DIR (1-844-522-6734) for help in locating the appropriate [division or program](#) in our department.