

Trinidad Navarro  
Insurance Commissioner



Delaware Department of Insurance

# General Filing Instructions

---

## Life & Health

Published July 1, 2017

# State of Delaware Insurance Department

## General Filing Instructions

**The following section addresses general filing instructions for all Life and Health rate and form filings.**

**1. Filing Authority/Scope of Authority:**

Forms are filed in accordance with Title 18, Del. C., Chapter 2712. See Department website for filing documents:

<http://insurance.delaware.gov/ratesforms/>

**2. Filing Basis:**

Delaware is a file and use state with the authority to disapprove. If you elect to DEEM a filing per Title 18, Del. C., Chapter 2712(b), **please notify the Rates and Forms Analyst at 302-674-7385.**

**3. Status in Domicile:**

Approval from state of domicile is not required, but status may be requested.

**4. Fee information:**

- a. Filing fees are **\$150** per *form*, per company. *Rates* are **\$100** per filing, per affected form. *Advertising* submissions are **\$150** per filing, per company. Fraternal organizations do not require a filing fee.
- b. For Med Supp., **\$100** per Rate Plan is required.
- c. Filings outsourced for actuarial review per Title 18 Del. C. Chapter 7 §714 will incur additional cost.
- d. Informational letters without policy forms are accepted without a fee.
- e. Previously filed policy forms that are modified are considered as “new” filings and will require a fee.
- f. Problem Reports not responded to within 30 days will be closed and fees will not be refunded.

**5. Required Filing Documents and Information:**

Long Term Care (LTC): Cost Disclosure Form is required.

**6. Rate Filings**

All rate filings must include a thorough Filing Description, which includes documentation supporting the request for a rate increase or decrease. The Filing Description is located under the General Information tab on the SERFF database.

**7. Additional Form Filings Requirements**

***Identify changes*** – For any issuers who are **NOT** submitting new forms, the DOI requests that any changes to the forms be clearly marked and tracked to identify the changes from the previous year's filings.

# DELAWARE LIFE & HEALTH PRODUCT GUIDELINES

All citations refer to Title 18, Delaware Code, unless otherwise indicated. Please follow specific guidelines within laws and regulations cited. **Note:** The Delaware Department has adopted the NAIC position on Terrorism Exclusions Health products. At this time the Delaware Department is not accepting filings that contain terrorism exclusions that provide no benefit for any loss due to terrorism.

## LIFE

**Comprising:** All Life and Annuity Products

**Forms:** Indexed Life and annuity, and funding agreement products must be identified. As these products may be outsourced for actuarial review per §714, please notify analyst at 302-674-7385 upon submission of filing. Outsourced filings will incur additional cost to filer.

**Rates:** Not required for life products. §2502(b).

**Equity Indexed Products:** Please provide the following:

1. Marketing and cost disclosure brochures
2. Specifications Page with available options
3. Actuarial Memorandum indicating surrender charges and minimum values
4. Guaranteed minimum and maximum rates to include participation, caps, spread
5. Reserve basis and compliance with appropriate actuarial guidelines
6. Hedging strategy including counterparties and NAIC, Moody's and S & P rating
7. Guidelines on determining actual subsequent rates
8. Periodic reports (quarterly) giving details on new business, any change in minimum/maximum rates, surrenders (account value and net amount actually paid).

For those items involving calculations, e.g., minimum guaranteed values, compliance with reserve sample/actuarial guidelines, retrospective and prospective demonstrations, please provide in an Excel file.

**Guaranteed Living Benefits:** Please provide the following:

1. Copy of affected form (if not with filing)
2. Actuarial memorandum signed by qualified actuary
3. Actuarial memorandum must describe reserve methodology for guaranteed living benefit
4. Copy of description of investment/risk management strategy to support living benefits signed by an actuarial or investment professional with relevant experience

5. Signed Opinion by company's appointed actuary that investments for living benefits are appropriate to cover liabilities
6. Copy of Prospectus
7. Copy of marketing and sales materials

**Life, Annuity – Chapter 29: Variable Life – Regulations 1201 and 1205**

1. Actuarial Memorandum
2. For applicable products, per Regulation 1210 §5A, indicate if policies will be illustrated. If not illustrated, provide a Summary of Cost & Benefit.

**2001 CSO Mortality Table Compliance**

Please provide in an Excel file:

Spec Page, Actuarial Memorandum which indicates reserve basis, and compliance with standard valuation and non-forfeiture laws, appropriate actuarial guidelines, and IRS §§ 7702/7702A.

**Group Life – Chapter 31**

Must meet group requirements of §3102 through §3109

**Accelerated Benefits**

Individual Life products accelerating benefits for Long-Term Care must comply with Chapter 4105(i) through (k)

**Riders**

Cost for Rider should be captioned. Include actuarial memorandum and rates, if applicable.

**Credit Life and Health – Chapter 37, Regulation 1701**

Level/decreasing life and disability rates per Regulation 1701, Section II, A and B. Contracts should contain disclosure and other requirements of §3706.

**Applications – Life and Health**

Where medical questions concerning HIV/AIDS are included in the Application and the Company will perform testing, an HIV Consent Form is required to be filed with the Department following guidelines of Chapter 74 and Forms & Rates Bulletin No. 4. The HIV Consent Form is a one-time filing. Amendments to the Form must be re-filed.

# HEALTH

**Comprising:** All health insurance products

**Premium Rate Requirements & Guide per Chapter 2504 and applicable Federal requirements**

Rates are required to be filed per Chapter 2504.

1. New Data Collection Requirement – Delaware specific data collections supplement, but do not replace the federal data collection templates., issuers must submit complete Rate Data Table templates, Unified Rate Review templates and the Actuarial Memorandum as instructed by CMS and the DOI.

The new data collection templates, available in SERFF, have been developed in Microsoft Excel format, with the exception of the *DE Part II Preliminary Justification*, which is available in Microsoft Word format. Issuers must complete each template for each Rate Filing submitted to the DOI, regardless of whether the issuer proposes a change to premium rates from the previous plan year.

DE Data Collection Template	Individual Market	Small Group Market	Comment
<i>DE Rate Page—Individual template</i>	X		Allows for enhanced review of URRT data and collection of key variables
<i>DE Rate Page—SG template</i>		X	
<i>DE Part II Preliminary Justification</i>	X	X	Provides Delaware consumers with a consistent format for issuer justification of proposed rate changes
<i>DE Actuarial Memorandum Data Set template</i>	X	X	Allows for enhanced review of Actuarial Memorandum and collection of key variables
<i>DE Plan Membership (Covered Lives) &amp; Multi-Year Plan Base Rate Comparison – Individual Template</i>	X		Facilitates collection of key variables in Excel format
<i>DE Plan Membership (Covered Lives)— &amp; Multi-Year Plan Base Rate Comparison – SG Template</i>		X	

2. **Health rate filings outsourced for actuarial review will incur additional cost to filer.**
3. Individual health rate filings must include rates and classification of risks per Chapter 33. For additional information, consult Regulation 1303, “Individual Health Loss Ratio Standards”.

4. Group health rate filings - consult Regulation 1305, "Loss Ratio Filing Procedures for Health Insurers, Health Service Corporations for Medical and Hospital Expense Incurred Policies and Plans."
5. Actuarial Certification is required for Small Employer rate filings. See rating guidelines for Small Employer below.
6. Major Medical rate filings must include: a complete filing description, rate history, rate component and base rate before and after, under Rate/Rule Schedule Tab in SERFF.
7. All rate filings must include:
  - a. Unified Rate Review Template
  - b. Rate Data Template

#### **Individual Health Forms - Chapters 33 and 36, Regulation 1304**

1. Benefit Standards, Outline of Coverage Requirements (Regulation 1304, Sections 7 and 8)
2. Health Benefit Plan mandated benefits (Chapter 33)

#### **Medicare Supplement – Chapter 34, Regulation 1501**

1. Rates per Chapters 25 and 34; Regulation 1501 §15.3
2. Advertising, approval for use, per Regulation 1501 §19
3. ALL other requirements as contained in Chapter 34 and Regulation 1501

#### **Long Term Care – Chapter 71, Regulation 1404**

Delaware has adopted the NAIC Model Regulation, with variations thereto.

1. Advertising, approval for use, per Regulation 1404 §23
2. Rates per Regulation 1404 §20. Filed rates must correspond with Cost Disclosure requirements of Regulation 1404 §6.1.4
3. ALL other requirements of the Regulation must be in compliance

#### **Small Employer - Chapter 72, Regulation 1308; Forms & Rates Bulletins Nos. 11-13**

1. Follow prescribed format in Regulation for Schedule of Benefits and Exclusions for Basic and Standard Plans per Appendices A & B
2. Health mandates of Chapter 35 for Large Group & Blanket Health are applicable to Small Employer Standard Plan (see §7213), and for all other Small Employer Plans
3. Rate Restrictions - Regulation 1308 Section 6 and §7205

#### **Group & Blanket Health – Chapter 35, Forms & Rates Bulletin 17**

1. Mandated health benefits of Chapter 35 apply to all health benefit plans. Please 'Bookmark' their location in Policy/Certificate for ease of review.
2. Out-of-state trusts & associations, follow Chapter 35, §3506 and §3509, and Forms & Rates Bulletin 17

#### **Contact Information:**

Admin Specialist II  
(302) 674-7371