

Instructions for Annual Rate Reports Required by [14 VAC 5-200-125](#)

Select the annual report for the appropriate long term care insurance (LTCI) block:

- policies issued on or after October 1, 2003 - currently marketed (LTCICM),
- policies issued on or after October 1, 2003 - no longer marketed (LTCINLM), or
- policies issued prior to October 1, 2003 (Pre-Rate Stability) (LTCIPRS).

Sample language and guidance are provided for each annual report. Include only the applicable language, as appropriate, for the certification submitted. Variations to the language provided are permitted, but should be explained in an accompanying letter.

Any policy forms that have been or will be combined for purposes of rate increases, or in prior annual rate reports, must be combined in the annual rate report. Policy forms that span filing categories (either LTCICM, LTCINLM, or LTCIPRS) should not be combined in one annual report unless approved by the Bureau.

Annual reports are to be filed in SERFF under the TOI "LTC Annual Rate Report 2017" and sub-TOI (LTCICM, LTCINLM, or LTCIPRS).

Each SERFF filing should include only one Annual Report and should be specific to the Sub-TOI: LTCICM, LTCINLM, or LTCIPRS.

The annual report form should be filed in the "Rate/Rule Schedule" section with the report name (LTCICM, LTCINLM, or LTCIPRS) listed under the "Document Name", the applicable form numbers listed under the "Affected Form Numbers" and the report attached under "Attached Document".

Each annual report filing should include an actuarial memorandum under "Supporting Documentation" that should include, but not be limited to, the following information:

- Historical experience;
- Future and lifetime loss ratios, with detailed projections, based on the current best-estimate assumptions;
- An actual to expected analysis;
- Detailed description and actuarial support for each assumption used in the projections;
- Description of market (individual or group)
- Renewability type (guaranteed, conditional, etc.)
- All prior SERFF or state tracking numbers, including rate filings and previous annual report filings;
- Prior rate history.

Companies are reminded that:

- An annual rate report is not required for non-cancellable LTCI policies, and;
- An exemption from future annual rate reports may be requested for any form or forms for which the company provides written certification that it will not increase premiums in the future.

Questions or requests for clarification should be directed to:

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