

Camp Insurance (Accident and Sickness) Monthly Premium and Census Remittance Procedures

Camps/State Agencies will submit census forms to IOA by the 1st of each month.

IOA will forward the censuses to ACE with copies to the claims administrator on the 1st of each month, but no later than the 3rd.

ACE will provide IOA with an invoice totaling the minimum premium due for all camps/agencies listed on the census on or before the 5th of each month.

IOA remits payment per the invoice to ACE within 30 days of receipt.

All **signed and completed** camp applications are due by the 30th of each month via email to ACE. Applications **must** include camps that were on the census the 1st of the month.

Premium Audit Procedure

A premium audit will be conducted quarterly. The purpose of this audit is to ensure premium and participation accuracy. The premium audit procedures are as follows:

All updated censuses must be sent to IOA at least 5 days before the end of each quarter. (End of quarter dates are listed below.)

IOA will forward the updated censuses to ACE no later than the dates listed below.

An invoice that indicates premium due or required return premium will be generated and forwarded to IOA.

Premium will be remitted to the responsible party (IOA or ACE) within 30 days.

Camps with activity dates that are within 10 days before the end of the quarter will be required to provide updated censuses (if applicable) at the end of the subsequent quarter.

End of Quarter Premium Audit Schedule:

June 30

September 30

December 30

March 30