

January 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 State Holiday <i>New Years Day (observed)</i>	3	4	5	6
9	10	11	12 Monthly report mailed /on SFT	13
16 State Holiday <i>Martin Luther King Jr Day</i>	17	18	19	20
23	24	25	26	27 Adjustment report (April) on SFT
30	31 ADJ report (April) mailed			

February 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 DUE: New group apps (April)	2	3 FREEZE: Feb. monthly report
6	7	8	9	10
13	14	15	16 Monthly report mailed /on SFT	17 Member debt report on SFT
20 State Holiday President's Day	21	22	23	24 Retro Advisory Committee meeting 9:30 AM, L&I Bldg, Tumwater
27	28			

March 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 DUE: Annual group apps (April)	2	3 FREEZE: March monthly and quarterly report
6	7	8	9	10
13	14	15 DUE TODAY: • New member apps (April) • Staggered apps (April) • Individual apps (April)	16 Monthly report mailed /on SFT	17 Member debt report on SFT
20	21	22	23	24
27	28 Quarterly report mailed /on SFT	29	30	31 DUE: Withdrawal from April groups FREEZE: July adjustment, and April monthly report.

April 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
10	11	12	13 Monthly report mailed /on SFT	14
17	18	19	20	21
24	25	26	27 Adjustment report (July) on SFT	28 FREEZE: May monthly report

May 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 DUE: New group apps (July) ADJ report (July) mailed	2	3	4	5
8	9	10	11 Monthly report mailed /on SFT	12
15	16	17 Member debt report on SFT	18	19 Retro Advisory Committee meeting 9:30 AM, L&I Bldg, Tumwater
22	23	24	25	26
29 State Holiday Memorial Day	30	31		

June 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 DUE: Annual group apps (July)	2 FREEZE: June monthly and quarterly report
5	6	7	8	9
12	13	14	15 Monthly report mailed /on SFT DUE TODAY: • New member apps (July) • Staggered apps (July) • Individual apps (July)	16
19 Member debt report on SFT	20	21	22	23
26	27 Quarterly report mailed /on SFT	28	29	30 DUE: Withdrawal from July groups FREEZE: October adjustment, and July monthly report

July 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 State Holiday <i>Independence Day</i>	5	6	7
10	11	12	13	14 Monthly report mailed /on SFT
17	18	19	20	21
24	25	26	27	28 Adjustment report (October) on SFT
31				

August 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 DUE: New group apps (October) ADJ report (October) mailed	2	3	4 FREEZE: August monthly report
7	8	9	10	11
14	15	16	17 Monthly report mailed /on SFT Member debt report on SFT	18
21	22	23	24	25 Retro Advisory Committee meeting 9:30 AM, L&I Bldg, Tumwater
28	29	30	31	

September 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<p>1</p> <p>FREEZE: September monthly and quarterly report</p> <p>DUE: Annual group apps (October)</p>
<p>4</p> <p>State Holiday <i>Labor Day</i></p>	5	6	7	8
11	12	13	14	<p>15</p> <p>Monthly report mailed /on SFT</p> <p>DUE TODAY:</p> <ul style="list-style-type: none"> • New member apps (October) • Staggered apps (October) • Individual apps (October)
18	<p>19</p> <p>Member debt report on SFT</p>	20	21	22
25	26	<p>27</p> <p>Quarterly report mailed /on SFT</p>	28	<p>29</p> <p>DUE: Withdrawal from October groups</p> <p>FREEZE: January adjustment, and October monthly report</p>

October 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12 Monthly report mailed /on SFT	13
16	17	18	19	20
23	24	25	26 Adjustment report (January) on SFT	27
30 ADJ report (January) mailed	31			

November 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 DUE: Annual group apps (January)	2	3 FREEZE: November monthly report
6	7	8	9	10 State Holiday <i>Veteran's Day (observed)</i>
13	14	15	16 Monthly report mailed /on SFT	17 Member debt report on SFT
20	21	22	23 State Holiday <i>Thanksgiving</i>	24 State Holiday <i>Day after Thanksgiving</i>
27	28	29	30	

December 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<p>1</p> <p>FREEZE: December monthly and quarterly report</p> <p>DUE: Annual group apps (January)</p>
4	5	6	7	8
11	12	13	<p>14</p> <p>Monthly report mailed /on SFT</p>	<p>15</p> <p>DUE TODAY:</p> <ul style="list-style-type: none"> • New member apps (January) • Staggered apps (January) • Individual apps (January) <p>Retro Advisory Committee meeting 9:30 AM, L&I Bldg, Tumwater</p>
18	<p>19</p> <p>Member debt report on SFT</p>	20	21	22
<p>25</p> <p>State Holiday Christmas Day</p>	<p>26</p> <p>Quarterly report mailed /on SFT</p>	27	28	<p>29</p> <p>DUE: Withdrawal from January groups</p> <p>FREEZE: April adjustment, and January monthly report</p>

State Holiday	<p>If an enrollment or withdrawal deadline falls on a state holiday <i>or weekend</i>, enrollment applications and withdrawals will be accepted through close of business the <i>next</i> business day.</p> <p>Example: If the enrollment deadline (15th day of the month) falls on a Saturday, the department will accept enrollment applications until close of business, Monday, the 17th.</p>
Freeze Date	<p>This is the date on which paid Retro claim costs and future reserves on open claims are “captured” for adjustment and data reporting purposes; also know as a “<i>valuation date</i>.”</p>
Monthly Report / Quarterly Report	<p>The monthly report is produced for retro participants currently enrolled in an active coverage period. Once the first adjustment (or claim valuation) occurs, subsequent reports are produced on a quarterly basis.</p>
Adjustment Report	<p>The adjustment report provides details of the comparison of calculated Retrospective Premium to Standard Premium due, resulting in either a refund or additional premium assessment.</p> <p>The first of three (3) mandatory adjustments occurs approximately 10 months after the end of the Retro Coverage Period, the second adjustment follows 12 months later, with a final third adjustment 12 months after that.</p>
SFT	<p>The monthly, quarterly, and adjustment reports are available to participants in digital format, by download from a Secure File Transfer (SFT) website. Participants are notified when reports are ready for download via an electronic mailing list (also known as Listserv).</p>

You can contact Retro staff by **email** (retro@lni.wa.gov), **telephone** (360-902-4851), or **FAX** (360-902-4258).

<http://www.lni.wa.gov/Retro>