



Viewing and Updating Liability Insurance Information

Purpose

This document has been developed as a guide for child care providers to use when completing liability insurance tasks in their online provider accounts.

How to View Liability Insurance Information in Your Account

The action titled *'Liability Insurance History'* has been added to the list of actions located on your Child-Care Regulation Account Main Page. Selecting the hyperlink will take you to the *'Liability Insurance History'* page, which is where you can view, update, and verify your operation's liability insurance information.

Select an Action	Message Board				
<ul style="list-style-type: none">Access Your Compliance History & Inspection HistorySubmit Background CheckOnline Background Check HistoryView / Pay Unpaid InvoicesSubmit Waiver / VarianceManage Operation Email Account & Manager InformationAdd / Update / View Controlling PersonsAdd / Update Additional UsersUpdate Governing Body / Director DesignationSubmit Permit RenewalParent Notification HistoryLiability Insurance History	<table border="1"><thead><tr><th>Due Date</th><th>Message</th></tr></thead><tbody><tr><td>11/18/2020</td><td>Annual Liability Insurance Verification Due</td></tr></tbody></table>	Due Date	Message	11/18/2020	Annual Liability Insurance Verification Due
Due Date	Message				
11/18/2020	Annual Liability Insurance Verification Due				

Liability Insurance History

Update Insurance Details

Submission Date	Insurance Company Name	Policy Number	Policy Start Date	Policy Expiration Date	Policy End Date	Reason for Lack of Insurance	Annual Verification Due Date
11/20/2020	test	12345	12/7/2020	12/7/2021			1/31/2021
11/20/2020	test	12345	12/7/2020	12/7/2021			1/31/2021

How to Verify Liability Insurance Annually Using Your Account

Thirty (30) days before the annual insurance verification is due, the message board on your 'Child-Care Regulation Account Main Page' will begin to display the message 'Annual Liability Insurance Verification Due'. This reminder message will include a due date.

To complete the verification, select the 'Liability Insurance History' hyperlink under the *Select an Action* section of the page in order to navigate to the new *Liability Insurance History* page.

On the 'Liability Insurance History' page, a new reminder titled 'Annual Insurance Verification Due' will be displayed when the annual verification is due within 30 days of the due date. The due date for the annual verification will be displayed when the reminder is present.

To verify the insurance information, select the 'Verify and Save' button (as indicated by the blue arrow below), which will open the 'Liability Insurance Details' page.

Annual Verification Due Date: 11/18/2020
Annual Verification is currently due

Liability Insurance History



Verify and Save

Submission Date	Insurance Company Name	Policy Number	Policy Start Date	Policy Expiration Date	Policy End Date	Reason for Lack of Insurance	Annual Verification Due Date

No Liability Insurance found for this provider

The *Liability Insurance Details* page collects the same information as in Form 2962 (Verification of Liability Insurance). To complete the annual verification, complete the page as outlined below (a screenshot of the page follows the instructions).

Steps if Your Operation has Liability Insurance

If your operation has the liability insurance described at the top of the page, select Yes and:

- complete the *Liability Insurance Details* section; and
- click *Save* to save the page.

After clicking the *Save* button, the *Liability Insurance History* page will display, with the new liability insurance submission details shown in the most recent row. The reminder message *Annual Verification is currently Due* will disappear and the *Verify and Save* button is replaced by the *Update Insurance Details* button.

Liability Insurance History

Update Insurance Details

Submission Date	Insurance Company Name	Policy Number	Policy Start Date	Policy Expiration Date	Policy End Date	Reason for Lack of Insurance	Annual Verification Due Date
11/20/2020	test	12345	12/7/2020	12/7/2021			1/31/2021
11/20/2020	test	12345	12/7/2020	12/7/2021			1/31/2021

* denotes required field

Does your operation have liability insurance:

- In the amount of \$300,000 for each occurrence of negligence and
- that covers injury to a child that occurs while the child is in your care, regardless of whether the injury occurs on or off premises of your operation?

Yes No *

Liability Insurance Details

Insurance Company: * Policy Number: *

Policy Coverage Period

Policy Coverage Start Date: * Policy Coverage Expiration Date: *

(Example: mm/dd/yyyy) *(Example: mm/dd/yyyy)*

If insurance information is already entered and you want to update your insurance detail, select *Update Insurance Details* button), which will open the *Liability Insurance Details* page. You must enter the previous policy end date.

* denotes required field

Does your operation have liability insurance:

- In the amount of \$300,000 for each occurrence of negligence and
- that covers injury to a child that occurs while the child is in your care, regardless of whether the injury occurs on or off premises of your operation?

Yes No *

Liability Insurance Details

Insurance Company: * Policy Number: *

Policy Coverage Period

Policy Coverage Start Date: * Policy Coverage Expiration Date: *
(Example: mm/dd/yyyy) (Example: mm/dd/yyyy)

Previous Policy End Date: * (Example: mm/dd/yyyy)
Previous policy has not been end dated. Please enter when the previous policy ended.

Steps if Your Operation does not have Liability Insurance

If your operation does NOT have the liability insurance described at the top of the page, select *No* and:

- complete the *Lack of Liability Insurance* section as follows:
 - If you had a previous policy that ended, complete the *Current Policy End Date* field. Leave the field blank if your operation has never had liability insurance,
 - Choose a reason from the *Reason for Lack of Liability Insurance* dropdown list,
 - If the reason for lack of liability insurance is "the limitation of the current policy has been exhausted," enter the next policy availability date, if the date is known (you may leave the field blank if this date is not known), and
 - Enter information supporting the reason selected in the *Explanation* text box;
- read the acknowledgement statement;
- select the checkbox next to the acknowledgement statement to indicate your understanding; and
- click *Save* to save the page.

* denotes required field

Does your operation have liability insurance:

- In the amount of \$300,000 for each occurrence of negligence and
- that covers injury to a child that occurs while the child is in your care, regardless of whether the injury occurs on or off premises of your operation?

Yes No *

Lack of Liability Insurance

Current Policy End Date: (Example: mm/dd/yyyy)

The operation does not have liability insurance as required by section HRC §42.049 or §42.0495 of the Human Resource Code for one of the following reason:

Choose a reason and provide an explanation.

Reason for Lack of Liability Insurance *

If the reason for lack of liability insurance is that the limitation of the current policy has been exhausted, enter the next policy availability date. You may leave the field blank if this date is not known.

Policy Availability Date: (Example: mm/dd/yyyy) *

Explanation: *

I understand that Texas law requires my operation to provide written notification to the parent/guardian of each child in my operation's care if it does not maintain liability insurance coverage. (HRC 42.049(c) or HRC 42.0495(c)). Moreover, CCR may impose an administrative penalty if my operation does not notify parents/guardians within the timeframe provided in minimum standards. (HRC 42.078(e-1)(4)).

After clicking the *Save* button, the *Liability Insurance History* page will display, with the new liability insurance submission details shown in the most recent row.

Liability Insurance History

Submission Date	Insurance Company Name	Policy Number	Policy Start Date	Policy Expiration Date	Policy End Date	Reason for Lack of Insurance	Annual Verification Due Date
<input type="text" value="11/20/2020"/>	<input type="text" value="test"/>	<input type="text" value="12345"/>	<input type="text" value="12/7/2020"/>	<input type="text" value="12/7/2021"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1/31/2021"/>
11/20/2020	test	12345	12/7/2020	12/7/2021			1/31/2021
11/20/2020	test	12345	12/7/2020	12/7/2021			1/31/2021

How to Update Insurance Details Using Your Account

To update the insurance information, select the 'Update Insurance Details' button (as indicated by the blue arrow below), which will open the 'Liability Insurance Details' page.

Liability Insurance History



Update Insurance Details

Submission Date	Insurance Company Name	Policy Number	Policy Start Date	Policy Expiration Date	Policy End Date	Reason for Lack of Insurance	Annual Verification Due Date
No Liability Insurance found for this provider							

To update the update insurance details, complete the page as outlined below (a screenshot of the page follows the instructions).

The process to Update Insurance Details Using Your Account is identical to the process to Verify Liability Insurance Annually Using Your Account.

If your operation has the liability insurance described at the top of the page, select *Yes* and:

- complete the *Liability Insurance Details* section; and
- click *Save* to save the page.

If your operation does NOT have the liability insurance described at the top of the page, select *No* and:

- Complete the *Lack of Liability Insurance* section;
- read the acknowledgement statement;
- select the checkbox next to the acknowledgement statement to indicate your understanding; and
- click *Save* to save the page.

After clicking the *Save* button, the *Liability Insurance History* page will display, with the new liability insurance submission details shown in the most recent row.

Liability Insurance Details' page

* denotes required field

Does your operation have liability insurance:

- In the amount of \$300,000 for each occurrence of negligence and
- that covers injury to a child that occurs while the child is in your care, regardless of whether the injury occurs on or off premises of your operation?

Yes No *

Liability Insurance Details

Insurance Company: *

Policy Number: *

Policy Coverage Period

Policy Coverage Start Date: *
(Example: mm/dd/yyyy)

Policy Coverage Expiration Date: *
(Example: mm/dd/yyyy)

Previous Policy End Date: * (Example: mm/dd/yyyy)

Previous policy has not been end dated. Please enter when the previous policy ended.