



TEXAS DEPARTMENT OF INSURANCE

Financial Regulation Division - Financial Analysis Section (303-1A)

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DATE: JANUARY 2017

TO: ALL TEXAS LICENSED CONTINUING CARE RETIREMENT CENTERS (CCRCs), MULTIPLE EMPLOYER WELFARE ARRANGEMENTS (MEWAs), and SELF INSURANCE GROUPS (SIGs)

**FROM: TERESA SALDANA, CFE
CHIEF ANALYST, FINANCIAL ANALYSIS SECTION**

RE: FILING INSTRUCTIONS

CCRCs must file annual disclosure statements and related financials on a fiscal year basis pursuant to Texas Health and Safety Code Chapter 246 and Texas Administrative Code Chapter 33. The Texas Department of Insurance is requiring that all CCRCs electronically file the below documents within 120 days from the end of the fiscal year:

- A complete annual disclosure statement ([CCRC Form #6](#); refer to [CCRC Form #6a](#))
- Actuarial Review as applicable (filed once every 5 years)

MEWAs must file an audited financial statement and actuarial opinion within 90 days from the end of the fiscal year pursuant to Texas Administrative Code 7.1912.

SIGs must file an audited financial statement and actuarial opinion within 6 months from the end of the fiscal year pursuant to Texas Labor Code Section 407A.251.

Filings should be submitted in PDF format to FAFilings@tdi.texas.gov. Maximum email size is 35 MB (35000 KB). Please ensure the name of the electronic file conforms to the following standard:

CompanyType-DocType-FilingYear-CompanyName.pdf
(example: CCRC-DS-2016-ABC Life Ins Co.pdf)

Doc Types: DS=Disclosure Statement, AR=Actuarial Review, Corr=Cover Letter, etc.
FilingYear is the Statement Filing Year (not the calendar year in which the document is filed).

Submit the required filing fee(s) and Financial Analysis Fee Transmittal Form ([FIN590](#)) to the address located on form FIN590.

Questions regarding these filings may also be submitted to FAFilings@tdi.texas.gov.