



TEXAS DEPARTMENT OF INSURANCE

Division of Workers' Compensation - Office of General Counsel (MS-15)

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memo

To: Texas Workers' Compensation System Participants
From: Emily McCoy, Associate General Counsel, Office of General Counsel
Date: February 7, 2018
RE: Reminder: New and Revised Plain Language Notices Effective March 1, 2018

On March 1, 2018, Texas workers' compensation insurance carriers must use the new and revised plain language notices. The Texas Department of Insurance, Division of Workers' Compensation (TDI-DWC) recently revised plain language notices PLN-1, PLN-2, and PLN-4 through PLN-12; and created new notices PLN-3a, PLN-3b, and PLN-3c.

Insurance carriers may not use older versions of the plain language notices on or after March 1, 2018. TDI-DWC will remove all previous versions from its website. The new and revised plain language notices are available at www.tdi.texas.gov/forms/form20plain.html.

TDI-DWC's goal is to improve the notices insurance carriers use to communicate with injured employees. Generally, the purpose of the new and revised plain language notices is to provide consistency in language and formatting and to provide an emphasis on plain language. The revisions were made to both the English and Spanish versions of the forms.

In addition, the PLN-3, which has historically been used to report up to five different benefit scenarios, has been divided into three different notices. After review, TDI-DWC determined that the separation of different benefit scenarios helps ensure only necessary information is being relayed to the injured employee, and that it is provided in a simple, easy to understand manner.

If you have any questions, please contact Emily McCoy at Emily.McCoy@tdi.texas.gov. For more information, visit www.tdi.texas.gov/wc/forms/documents/plns0917m.pdf.