



Frequently Asked Questions (FAQ) About the Temporary Staffing Client Notification Letter (CNL)

- 1. Do I send in a Temporary Staffing Client Notification Letter when I sign on a new client?**
YES, ALWAYS. When you contract with new clients, complete a Temporary Staffing Client Notification Letter, even if for bidding purposes only. The State Fund Representative will provide you with the appropriate class code(s) representing the client's risk exposure.
- 2. Do I send in a Temporary Staffing Client Notification Letter to State Fund when my employee(s) is asked to perform different duties at an existing client?**
Yes. If the employee was originally approved to perform a specific duty and now the client wants the employee to perform different duties, you must complete a new Notification of Temporary Staffing Client Letter even if it is for a previously reported client.
- 3. Do I send in a Temporary Staffing Client Notification Letter to State Fund when I want to get class code(s) and rate(s) for bidding purposes only?**
Yes. If you are bidding a prospective client, complete a Temporary Staffing Client Notification Letter and check YES for bidding purposes. If you are awarded the bid, you must take further action by notifying your State Fund Representative of your NEW CLIENT BID AWARD by sending a new form and check NO for bidding purposes.
- 4. Do I send in a Temporary Staffing Client Notification Letter when I get a new location for an existing client?**
Yes. If a client has added location(s), deleted location(s), or changed locations, you must submit a new form.
- 5. Do I need to send a Temporary Staffing Client Notification Letter every time there is a change in the employee job duties?**
Yes. State Fund must be notified of any changes in the employee job duties; you must submit a new form.
- 6. Do I have to send a Temporary Staffing Client Notification Letter for every new employee I am sending out to a previously approved client?**
No. However, if the client, client location, or client classifications change, a new form must be submitted.
- 7. Do I need to provide the completed Temporary Staffing Client Notification Letters to the auditor?**
Yes. All approved Temporary Staffing Client Notification Letters need to be submitted to the auditor at the time of the annual audit.
- 8. If I have an annual audit appointment with a State Fund auditor, but I do not have all the approved notification letters, who should I contact?**
You can send an email to: SRUsubmissions@scif.com or call 925-523-5199
- 9. Do I have to send, to my State Fund Representative, Notification of Temporary Staffing Client Letters for every client as part of my renewal packet documents?**
Yes - You are still required to send a Temporary Staffing Client Notification Letter for your **NEW** clients, existing clients that are not on file with State Fund, or if anything has changed (i.e., duties, location, etc). Clients that are on file with State Fund for the current policy year may be verified by a Temporary Staffing Client List submitted for renewal. Your underwriter will be able to assist you with clarification and other questions.
- 10. Do the Temporary Staffing Client Notification Letters go by any other name(s)?**
Yes. They may be referred to as Client Notification Letters, Client letters, or CNLs.
- 11. What if I do not understand Policy Endorsement 2035 or have additional questions about my Policy? Whom should I contact?**
You can send an email to SRUsubmissions@scif.com or call 925-523-5199
- 12. What if I do not comply with Policy Endorsement Number 2035?**
Your policy may be cancelled for failure to comply with the policy terms.