

CLAIMS & LOSS REPORTING GUIDE - 4TH EDITION

INTRODUCTION

TO: All CFSA Member Fairs

California Fair Services Authority (CFSA) assumed the direct responsibility for the handling of liability and workers' compensation claims in 1990. During that year, the first Claims and Loss Reporting Guide was published. The guide is informally known as the "Red Book." Its purpose is to provide a central, consolidated source of information for member fairs regarding claims, accident reporting and related information.

We have learned a lot since 1990. We have listened to our members' questions and comments. Also, there have been numerous changes in the law. We strive to continue to improve our service for member fairs. In 1998, the 2nd Edition of the guide was published.

Due to the number of changes that needed to be made to the 2nd Edition, we published the 3rd Edition of the Guide in February 2001. There have been three revisions to the 3rd Edition.

Once again, there were a number of changes that needed to be made in the 3rd Edition. We decided to publish a complete 4th Edition. Some of the major features of the most current update to the 4th Edition are:

- Update to Instructions for submitting the Form 5020 "Employer's Report of Occupational Injury or Illness" through CFSA's website.
- Update to Instructions for submitting Supervisor's Report through CFSA's website.
- Update to Instructions for submitting an Accident and Loss Report form for new liability claims through CFSA's website.
- Updated Workers' Compensation Brochures
- Revised Memorandum of Coverage for General Liability, Special Events, and Revenue Protection.
- Revised Insurance certificates for various CFSA programs.
- Revised CFSA's Insurance Guidelines with new required coverage limits for fair facility users.
- Updated Special Events Rate Card and Brochure
- Updated Risk Control Services and Risk Control Specialists provided through CFSA.

Because this guide is an ongoing manual which will be updated and improved as needed, it's important to keep CFSA apprised of any changes in your designated custodian of the "Red Book." Please help us to keep this a current and complete reference. Comments and suggestions are welcome.

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