



Memorandum

To: All Hudson Crop Agents

Date: February 28, 2020

From: Hudson Crop Operations

Subject: Livestock Plans of Insurance (Livestock Risk Protection, Livestock Gross Margin and Dairy Revenue Protection – Underwriting Procedures)

There are several key items to remember when determining how you will sell and service Livestock Plans of Insurance. Per the Livestock Commission Agreement, each agency is responsible for activities related to the sale and service of their book of business, including all data entry activities related to applications, endorsements and other supporting documents.

Support:

- Regular business hours are from 7:00 AM CST to 5:00 PM CST:
 - Please contact your underwriter, or
 - Livestock Specialist: JustinWhite@HudsonInsGroup.com / (913) 378-2928
- Outside regular business hours (evening / weekends)
 - Livestock Specialist: JustinWhite@HudsonInsGroup.com / (913) 378-2928, and/or
 - Your Regional Sales Manager

Binding Coverage:

- Agent is responsible for binding coverage for all livestock products. Reference data entry and transmission deadlines within this document for key deadlines.
- Errors and delays may occur unexpectedly. Given the daily 9:00 AM CST livestock policy binding deadline, any attempt to bind coverage between 8:45 AM CST and 9:00 AM CST cannot be guaranteed to be successfully processed.
 - Hudson Crop strongly recommends that agents work with their underwriters to setup / stage policies in Hudson Crop's processing system, even if an endorsement is not being quoted / bound. Setting up a policy well in advance allows for suspensions to be cleared and errors to be resolved before the sale of an endorsement / contract takes place.
 - **Example list of requirements / suspensions:**
 - IRS verification
 - Conservation compliance
 - COI
- **Exceptions:**
 - In the event an agent experiences challenges during the coverage binding process, the Hudson Crop Insurance Specialist and Livestock Specialist will assist with solutions, including data entry, based on the application / source document provided by the agent.



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- In the event that a Hudson Crop Insurance Specialist performs the data entry, the following validation is required:
 - Agent validates and agrees via email that coverage has been bound correctly. The Crop Insurance Specialist may choose to share a screenshot via email for validation and sign-off.

Transmission Reminders:

Livestock Risk Protection must be sold, keyed, transmitted and accepted no later than 9:00 AM CST the morning following the sales effective date.

Livestock Gross Margin must be sold, keyed, transmitted and accepted no later than 8:00 PM CST on the Saturday following the Friday sales effective date. In order to bind the policy, you will need to be sure to select the Submit to eDAS/LGM Queue button located on the Policy Detail Line screen before the transmission time. This will submit the coverage elected through eDAS for review/acceptance. To confirm a policy has been accepted by RMA, locate the RMA Approval Number by clicking on the Type link. If an approval number has been returned, the policy is valid and active at the RMA.

Dairy Revenue Protection must be sold and keyed by 9:00 AM CST the next business day following a price release. At 9:15 AM CST, Hudson Crop will transmit the policy information via PASS for validation, review and acceptance. If rejected, we will work with the agent/grower until the cut-off time of 12:00 PM CST to correct any issues identified by a prior transmission. A policy is valid when indicated on the policy and via an official Schedule of Insurance. Any agents with policies or coverages not accepted by the noon time frame will receive an email from their underwriter outlining the remaining unresolved issues.

Training

An agent wanting to participate in any Livestock insurance program must attend 3 hours of training on each product they want to offer (Livestock Risk Protection, Livestock Gross Margin or Dairy Revenue Protection). In addition to attending the training session, the agent must pass a competency test (per product) as required by the Livestock Protection Reinsurance Agreement (LRPA). After the initial year of training, an agent must attend the annual Livestock Program Update training to continue to be eligible to sell and service livestock products.

Schedule of Insurance

The Hudson Crop Underwriting Department will generate an official Schedule of Insurance and attach the document to the policy. An email will be sent to the agent from the underwriting department after this process has been completed. It will be the agent's responsibility to provide this documentation to your insured.

Electronic Signatures

As a reminder, the livestock program documents can be signed using third party signing platforms (DocuSign, Right Signature, Adobe Sign). While we do not offer or endorse any of these mentioned, we encourage you to use one that has been vetted by our legal and compliance departments. In addition, if electronic signatures are applied, you are required to attach the signing certification documents from both signees to the policy. These should be included with the document that has a signature applied. For additional questions on signature requirements, please contact your Regional Sales Manager for assistance.



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Additional Information

This memo does not serve to provide a complete overview of the processing system or its capabilities. We will continue to keep our agents updated as new system details and information become available.