

ALLIANCE OF  
SCHOOLS FOR  
COOPERATIVE  
INSURANCE  
PROGRAMS



**PAYMENT AND REBATE AUTHORIZATION**  
2020-21 Workers' Compensation Program  
Rancho Santiago Community College District

PREMIUM DUE: **\$193,550**

**PLEASE INDICATE BELOW HOW YOU PREFER TO PAY YOUR INVOICE:**

- District check for **PREMIUM DUE** is enclosed.
- Pay **PREMIUM DUE** from our Risk Management Deposit Fund.
- Pay **PREMIUM DUE** from our PeopleSoft account # below (LACOE Districts only):  
\_\_\_\_\_

REBATE AMOUNT: **\$1,417,988**

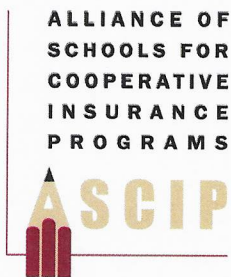
**PLEASE INDICATE BELOW HOW YOU PREFER TO RECEIVE YOUR REBATE:**

- Issue check for **REBATE AMOUNT** payable to the district.
- Credit **REBATE AMOUNT** toward our **PREMIUM DUE** shown above.
- Credit **REBATE AMOUNT** to our District's Risk Management Deposit Fund (Restrictions Apply).
- Credit **REBATE AMOUNT** to our PeopleSoft account # below (LACOE Districts only):  
\_\_\_\_\_

Print Name: Don Maes Title: Director Risk  
Authorized Signature: [Signature] Date: 8/24/2020

**Please return this form via one of the following:**

Mail: 16550 Bloomfield Avenue, Cerritos, CA 90703  
Email: [chen@ascip.org](mailto:chen@ascip.org)  
Fax: (562) 404-8038



16550 Bloomfield Avenue  
Cerritos, CA 90703

(562) 404-8029  
(562) 404-8038 fax

www.ascip.org  
info@ascip.org



**EXECUTIVE COMMITTEE**

**Officers**

Mays Kakish, Vice President  
*Riverside USD*

Susan Hume, Treasurer  
*Bonita USD*

**Members**

Lydia Cano  
*Baldwin Park USD*

Peter Hardash  
*Rancho Santiago CCD*

Phil Hillman  
*Ontario-Montclair SD*

Michael Johnston  
*Clovis USD*

Barbara Ott  
*Brea Olinda USD*

Tien Phan  
*SCCSIG JPA*

Andrea Reynolds  
*Lowell Joint SD*

Cheryl Sullivan  
*VIP/JPA*

Irene Sumida  
*Fenton Charter Public Schools*

Yumi Takahashi  
*Long Beach USD*

Fred Williams  
*North Orange County CCD*

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*Sierra Joint CCD*

Marc Chaldu  
*Glendora USD*

Tim Corcoran  
*Grossmont-Cuyamaca CCD*

Ron Hacker  
*Centinela Valley UHSD*

Clark Hampton  
*Capistrano USD*

Kevin Jamero  
*Whittier UHSD*

Karen Kimmel  
*Las Virgenes USD*

Michael Krause  
*Anaheim Elementary SD*

Dean West  
*Orange County DOE*

Connie Wu  
*Monrovia USD*

July 31, 2020

Mr. Peter Hardash  
Vice Chancellor of Business Operations  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706

**SUBJECT: Premium Invoice for Fiscal Year 2020-21**

Dear Peter:

Enclosed are your premium invoices for the Property & Liability and Workers' Compensation coverages for the fiscal year 2020-21.

The Property & Liability Program premium invoice itemizes the amounts the District is to remit to ASCIP for Property & Liability coverage and any optional coverages selected (e.g., booster and UST) for the 2020-21 fiscal year. As a convenience, the invoice also includes your premium for coverage through Schools Excess Liability Fund (SELF). ASCIP will forward this amount to SELF on your behalf. This amount is due on or before **August 31, 2020**.

The Workers' Compensation Program premium invoice provides an estimate of the District's annual premium for the 2020-21 fiscal year based on the projected payroll you have previously provided to us. The District may make four quarterly payments of the estimated premium. A final premium adjustment (credit or surcharge) will be determined after the District's reports to ASCIP their final payroll following the fiscal year. The first quarterly payment is shown on the invoice and is also due on or before **August 31, 2020**.

We are pleased to announce the Executive Committee declared a rebate of \$15.2 million from the Workers' Compensation Program this year. This amount will be distributed to members based upon their participation in the Workers' Compensation Program. If you are eligible to participate in this year's rebate, we have indicated the amount you are entitled to on the attached Payment & Rebate Authorization Form.

We have included a separate Payment & Rebate Authorization Form for each program. Please use these forms to designate which method you prefer to use to pay your invoices, and if applicable, how you would like to receive your Workers' Compensation Program rebate. This form should be signed and returned with your payment no later than **August 31, 2020**.

Your 2020-21 coverage documents (declaration page and memoranda of coverage) are included as a separate packet in this mailer.

On behalf of ASCIP's Executive Committee and staff, I want to thank the District for its continued commitment to partnering with other ASCIP members to protect the students, staff, property, and the public we all serve.

We are honored to have your agency as an ASCIP member and look forward to working with you this year. If you have specific questions relating to the invoice, please contact Jeff Grubbs, CFO at (562) 302-2740 or [grubbs@ascip.org](mailto:grubbs@ascip.org). Should you have any general questions regarding membership or services, please contact me or any of the ASCIP staff.

Sincerely,

A handwritten signature in blue ink, appearing to read "Fritz W. Herrich", is written over the typed name and title. The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

Fritz W. Herrich  
Chief Executive Officer

Enclosures

ALLIANCE OF  
SCHOOLS FOR  
COOPERATIVE  
INSURANCE  
PROGRAMS

16550 Bloomfield Avenue  
Cerritos, CA 90703  
(562) 404-8029

**INVOICE**

**5457PL**

**Invoice Date:** 7/31/2020

**Due Date:** 8/31/2020



Mr. Peter Hardash  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706

**2020-21 Property & Liability Program**

Coverage	Deductible	Exposure Base	Rate	Experience Modification	Premium
<b>Property:</b>	\$10,000	\$435,606,500	\$0.069		\$300,568
<b>General Liability:</b>	\$25,000	26,905	\$18.27	0.848	\$416,838
<b>Childhood Sexual Assault:</b>	\$25,000	26,905	\$3.22		\$86,634
<b>Automobile Liability:</b>					
Buses	\$25,000	0	\$946.00	0.879	\$0
Other Vehicles	\$25,000	73	\$473.00	0.879	\$30,351
<b>Automobile Physical Damage:</b>					
Buses	\$1,500	0	\$241.00		\$0
Other Vehicles	\$1,500	73	\$52.00		\$3,796
<b>Employee Dishonesty (Crime):</b>	\$500	26,905	\$0.380		\$10,224
<b>Total Property &amp; Liability Coverage</b>					<b>\$848,411</b>
<b>Optional Coverages:</b>					
Storage Tank Third-Party Liability					\$4,083
<b>SELF Coverage (\$50M Excess \$5M)*</b>					<b>\$233,123</b>
<b>Total Premium Due and Payable by August 31, 2020</b>					<b>\$1,085,617</b>

\* For members' convenience, ASCIP bills this premium on behalf of SELF.

**Delinquent payments are subject to a late fee.**

**Please make check payable to: Alliance of Schools for Cooperative Insurance Programs.**



ALLIANCE OF  
SCHOOLS FOR  
COOPERATIVE  
INSURANCE  
PROGRAMS



**PAYMENT AUTHORIZATION**  
**2020-21 Property & Liability Program**  
**Rancho Santiago Community College District**

**PREMIUM DUE:** \$1,085,617

**PLEASE INDICATE BELOW HOW YOU PREFER TO PAY YOUR INVOICE:**

- District check for **PREMIUM DUE** is enclosed.
- Pay **PREMIUM DUE** from our Risk Management Deposit Fund.
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\_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Email: [chen@ascip.org](mailto:chen@ascip.org)  
Fax: (562) 404-8038

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INSURANCE  
PROGRAMS



16550 Bloomfield Avenue  
Cerritos, CA 90703  
(562) 404-8029

**INVOICE**

**5505WC**

**Invoice Date:** 7/31/2020

**Due Date:** 8/31/2020

Mr. Peter Hardash  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706

**2020-21 Workers' Compensation Program**

Coverage	Estimated Payroll	Rate per \$100	Total Premium
Estimated Annual Workers' Compensation Premium*	\$145,800,000	\$0.531	\$774,198

**1st Quarter Installment Due** **\$193,550**

\* Premium will be adjusted at the end of the fiscal year after receiving and auditing actual payroll.

**Delinquent payments are subject to a late fee.**

**Please make check payable to: Alliance of Schools for Cooperative Insurance Programs.**

ALLIANCE OF  
SCHOOLS FOR  
COOPERATIVE  
INSURANCE  
PROGRAMS



**PAYMENT AND REBATE AUTHORIZATION**

**2020-21 Workers' Compensation Program**

**Rancho Santiago Community College District**

**PREMIUM DUE:** \$193,550

**PLEASE INDICATE BELOW HOW YOU PREFER TO PAY YOUR INVOICE:**

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\_\_\_\_\_

**REBATE AMOUNT:** \$1,417,988

**PLEASE INDICATE BELOW HOW YOU PREFER TO RECEIVE YOUR REBATE:**

- Issue check for **REBATE AMOUNT** payable to the district.
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- Credit **REBATE AMOUNT** to our PeopleSoft account # below (LACOE Districts only):  
\_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form via one of the following:**

Mail: 16550 Bloomfield Avenue, Cerritos, CA 90703  
Email: chen@ascip.org  
Fax: (562) 404-8038

---

**From:** Maus, Donald  
**Sent:** Monday, August 24, 2020 2:33 PM CDT  
**To:** Hardash, Peter  
**CC:** O'Connor, Adam; Green, Tracie  
**Subject:** RE: ASCIP Rebates

OK, will do.

---

**From:** Hardash, Peter  
**Sent:** Monday, August 24, 2020 12:32 PM  
**To:** Maus, Donald  
**Cc:** O'Connor, Adam ; Green, Tracie  
**Subject:** Re: ASCIP Rebates

I suggest for this year, we take the rebate and deposit it into the Self Insurance Fund. Once the district starts cuts and reductions for next year, this funding can be considered to assist with rates on a one time basis. This rate offset is not yet needed this year with the deferrals.

On Aug 21, 2020, at 10:21 AM, Maus, Donald <[Maus\\_Donald@rscsd.edu](mailto:Maus_Donald@rscsd.edu)> wrote:

Good Morning,

I'm just following up on the e-mail below. Have you decided how we should handle the rebate? Would you like it deposited in our RMDF, or would you like to pay the premiums from the rebate amount.

Thanks.

Don

---

**From:** Maus, Donald  
**Sent:** Thursday, August 13, 2020 8:39 AM  
**To:** Hardash, Peter; O'Connor, Adam; Green, Tracie  
**Subject:** ASCIP Rebates

Our premium invoices arrived from ASCIP for our property/liability and work comp. We also received a questionnaire for what we wanted to do with our \$1.4 million rebate. In year's past we have put the rebate into our Risk Management Deposit Fund at ASCIP.

How would you like to handle it this year?

Don



---

**From:** O'Connor, Adam  
**Sent:** Monday, October 5, 2020 4:57 PM CDT  
**To:** Maus, Donald  
**Subject:** RE: ASCIP Rebate

Are there any restrictions on that?

---

**From:** Maus, Donald  
**Sent:** Monday, October 5, 2020 2:57 PM  
**To:** O'Connor, Adam  
**Subject:** RE: ASCIP Rebate

No, but we can always withdraw the money.

---

**From:** O'Connor, Adam  
**Sent:** Monday, October 5, 2020 2:56 PM  
**To:** Maus, Donald <[Maus\\_Donald@rscsd.edu](mailto:Maus_Donald@rscsd.edu)>  
**Subject:** RE: ASCIP Rebate

Marvin mentioned this morning that the board may want to use it. Is it possible to change our minds on that??

---

**From:** Maus, Donald <[Maus\\_Donald@rscsd.edu](mailto:Maus_Donald@rscsd.edu)>  
**Sent:** Monday, October 5, 2020 2:55 PM  
**To:** O'Connor, Adam <[OConnor\\_Adam@rscsd.edu](mailto:OConnor_Adam@rscsd.edu)>  
**Subject:** RE: ASCIP Rebate

It was already deposited in the ASICP account per Peter's direction. He said we didn't need it this year.

---

**From:** O'Connor, Adam  
**Sent:** Monday, October 5, 2020 2:54 PM  
**To:** Maus, Donald <[Maus\\_Donald@rscsd.edu](mailto:Maus_Donald@rscsd.edu)>  
**Subject:** ASCIP Rebate

Don, what is the status of the \$1.8 million ASCIP Rebate? When do we need to decide how to accept it, or have we already? Thanks, Adam

---

**From:** Maus, Donald  
**Sent:** Monday, October 12, 2020 1:07 PM CDT  
**To:** O'Connor, Adam  
**Subject:** RE: ASCIP Rebate

The rebate of \$1.4 millions was our work comp rebate. We should be receiving an additional \$400,000 for the Health Benefits, but I have not seen it yet. That totals \$1.8 million.

---

**From:** O'Connor, Adam  
**Sent:** Monday, October 12, 2020 10:22 AM  
**To:** Maus, Donald  
**Subject:** ASCIP Rebate

Don, I am not finding the email regarding the ASCIP health insurance rebate of \$1.8M, I do see the prop liab of \$1.4M that we were leaving on account. Do you have the email from Peter on the former? I just don't see it. Thanks.

---

**From:** Maus, Donald  
**Sent:** Friday, January 15, 2021 4:54 PM CST  
**To:** Lynn Truong  
**BCC:** Maus, Donald  
**Subject:** RE: RMDF Account Balance  
**Attachments:** Scanned from a Xerox Multifunction Device.pdf

Hi Lynn,

Thanks for all the info. Attached is our request to deposit the money into our Risk Management Deposit Fund.

Have a great weekend!

Don

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**From:** Lynn Truong  
**Sent:** Friday, January 15, 2021 11:45 AM  
**To:** Maus, Donald  
**Subject:** [EXTERNAL] RE: RMDF Account Balance

**\*\*External Email\*\***

Hi Don,

Yes, there is another WC rebate in the amount of \$1,299,954 that's coming to you. Please let us know how you want to receive this rebate if you haven't done so.

You also have another HB rebate in the amount of \$907,126 that's coming. We also need to know how you want this HB rebate.

I attached the Rebate Authorization Forms in case you haven't received from Nidra.

Thanks,

*Lynn*

Lynn Truong  
Senior Director of Finance  
(562) 404-8029 – o | (562) 677-2009 – d | (714) 343-8172 – c

**Alliance of Schools for Cooperative Insurance Programs**  
16550 Bloomfield Avenue, Cerritos, CA 90703  
*Click to Discover [ASCIP.org](http://ASCIP.org)---*



**SECURITY ALERT:**

Please note that no one from ASCIP will ever ask you to pay us via an electronic funds transfer (EFT) method, such as by wire or ACH transfer. ASCIP only accepts payments via check or LACOE journal voucher transfer. If anyone contacts you asking for bank information or to initiate such a transaction, please contact our office immediately.

**From:** Maus, Donald [[mailto:Maus\\_Donald@rscsd.edu](mailto:Maus_Donald@rscsd.edu)]  
**Sent:** Friday, January 15, 2021 9:11 AM  
**To:** Lynn Truong <[Truong@ascip.org](mailto:Truong@ascip.org)>  
**Subject:** FW: RMDf Account Balance

**\*\*CAUTION: External Message\*\***

Hi Lynn,  
I'm not sure if this went through this morning.

---

**From:** Maus, Donald  
**Sent:** Friday, January 15, 2021 7:58 AM  
**To:** 'Lynn Truong' <[Truong@ascip.org](mailto:Truong@ascip.org)>  
**Subject:** RE: RMDf Account Balance

Thank you! Nidra called and said that there another rebate coming. I'm guessing that was the one that was deposited into our account on 12/31/2020 or is there another one? I thought she said the amount was going to be about 1.3 million and we haven't told her what to do with that money yet.

---

**From:** Lynn Truong <[Truong@ascip.org](mailto:Truong@ascip.org)>  
**Sent:** Thursday, January 14, 2021 5:16 PM  
**To:** Maus, Donald <[Maus\\_Donald@rscsd.edu](mailto:Maus_Donald@rscsd.edu)>  
**Subject:** [EXTERNAL] RE: RMDf Account Balance

**\*\*External Email\*\***

Hi Don,

Below is your current RMDf balance. We have not calculated and posted your December 31, 2020 quarter interest yet.

RMDF - Ranch Santiago CCD		
9/30/2020	\$ 1,499,872.73	
10/15/2020	\$ (1,400,000.00)	RMDF withdrawal MH49592
12/31/2020	\$ 1,417,988.00	Deposit from WC Rebate
12/31/2020	\$ 5,000.00	Estimate FY2020-21 2nd Qtr interest earned
	<b>\$ 1,522,860.73</b>	

Let me know if you have any other questions.

*Lynn*

Lynn Truong  
Senior Director of Finance  
(562) 404-8029 – o | (562) 677-2009 – d | (714) 343-8172 – c

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16550 Bloomfield Avenue, Cerritos, CA 90703

*Click to Discover ASCIP.org---*



**SECURITY ALERT:**

Please note that no one from ASCIP will ever ask you to pay us via an electronic funds transfer (EFT) method, such as by wire or ACH transfer. ASCIP only accepts payments via check or LACOE journal voucher transfer. If anyone contacts you asking for bank information or to initiate such a transaction, please contact our office immediately.

**From:** Maus, Donald [[mailto:Maus\\_Donald@rscdd.edu](mailto:Maus_Donald@rscdd.edu)]

**Sent:** Thursday, January 14, 2021 11:28 AM

**To:** Lynn Truong <[Truong@ascip.org](mailto:Truong@ascip.org)>

**Subject:** RMDF Account Balance

**\*\*CAUTION: External Message\*\***

Hi Lynn,

Could you let me know what our current balance is in our RMDF account? I understand there will be another distribution shortly, but I just want to know what it is right now.

Thanks.

Don



**Caution: This email originated from outside of the district. Do not click on links or open attachments unless you validate the sender and know the content is safe.**

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

**Caution: This email originated from outside of the district. Do not click on links or open attachments unless you validate the sender and know the content is safe.**

---

**From:** Green, Tracie  
**Sent:** Friday, January 15, 2021 5:12 PM CST  
**To:** Maus, Donald; O'Connor, Adam; Winter, Alistair; Perez, Enrique; Martinez, Marvin  
**Subject:** RE: Work Comp Rebate

Thank you Don.

*Tracie*

Tracie Green  
Vice Chancellor Human Resources  
Rancho Santiago Community College District  
2323 N Broadway | Santa Ana, CA 92706  
(714) 480-7489  
[green\\_tracie@rscdd.edu](mailto:green_tracie@rscdd.edu)

---

**From:** Maus, Donald  
**Sent:** Friday, January 15, 2021 12:12 PM  
**To:** O'Connor, Adam ; Green, Tracie ; Winter, Alistair ; Perez, Enrique ; Martinez, Marvin  
**Subject:** RE: Work Comp Rebate

On 9/30/2020 we had \$1,499,872 in the account  
10/15/2020 we removed \$1,400,000  
On 12/31/2020 we received **an additional** work comp rebate in the amount of \$1,417,988  
We will be receiving **an additional rebate** from the Health Benefits program in the amount of \$907,126  
We will be receiving **an additional rebate** from the Work Comp program in the amount of \$1,299,954  
We also earned quarterly interest of \$5,000 on this account.

We will have a total of \$3,729,940 in that account.

---

**From:** O'Connor, Adam  
**Sent:** Thursday, January 14, 2021 11:22 AM  
**To:** Maus, Donald <[Maus\\_Donald@rscdd.edu](mailto:Maus_Donald@rscdd.edu)>; Green, Tracie <[Green\\_Tracie@rscdd.edu](mailto:Green_Tracie@rscdd.edu)>; Winter, Alistair <[Winter\\_Alistair@rscdd.edu](mailto:Winter_Alistair@rscdd.edu)>; Perez, Enrique <[Perez\\_Enrique@rscdd.edu](mailto:Perez_Enrique@rscdd.edu)>; Martinez, Marvin <[Martinez\\_Marvin@rscdd.edu](mailto:Martinez_Marvin@rscdd.edu)>  
**Subject:** RE: Work Comp Rebate

Don, can you please confirm the total amount on deposit? Thank you.

**Adam M. O'Connor**  
**Interim Vice Chancellor, Business Operations/Fiscal Services**  
**Rancho Santiago Community College District**

---

**From:** O'Connor, Adam  
**Sent:** Monday, January 11, 2021 11:45 AM  
**To:** Maus, Donald <[Maus\\_Donald@rscdd.edu](mailto:Maus_Donald@rscdd.edu)>; Green, Tracie <[Green\\_Tracie@rscdd.edu](mailto:Green_Tracie@rscdd.edu)>; Winter,

Alistair <[Winter\\_Alistair@rscdd.edu](mailto:Winter_Alistair@rscdd.edu)>; Perez, Enrique <[Perez\\_Enrique@rscdd.edu](mailto:Perez_Enrique@rscdd.edu)>; Martinez, Marvin <[Martinez\\_Marvin@rscdd.edu](mailto:Martinez_Marvin@rscdd.edu)>

**Subject:** RE: Work Comp Rebate

Don, we discussed this morning in cabinet to leave these funds on deposit in the RMD Fund. Can you please confirm how much the balance in the account will be with these funds added? Thank you.

**Adam M. O'Connor**  
Interim Vice Chancellor, Business Operations/Fiscal Services  
Rancho Santiago Community College District

---

**From:** Maus, Donald <[Maus\\_Donald@rscdd.edu](mailto:Maus_Donald@rscdd.edu)>

**Sent:** Monday, January 11, 2021 8:16 AM

**To:** Green, Tracie <[Green\\_Tracie@rscdd.edu](mailto:Green_Tracie@rscdd.edu)>; Winter, Alistair <[Winter\\_Alistair@rscdd.edu](mailto:Winter_Alistair@rscdd.edu)>; Perez, Enrique <[Perez\\_Enrique@rscdd.edu](mailto:Perez_Enrique@rscdd.edu)>; O'Connor, Adam <[OConnor\\_Adam@rscdd.edu](mailto:OConnor_Adam@rscdd.edu)>; Martinez, Marvin <[Martinez\\_Marvin@rscdd.edu](mailto:Martinez_Marvin@rscdd.edu)>

**Subject:** Work Comp Rebate

Good Morning,

I was just notified by ASCIP that their work comp program is doing very well and their Board approved the distribution of additional rebates. These rebates are for the claim years 2012-2017 and our portion will be approximately \$1,300,000!

Would you like me to request that a check be sent in that amount to us or should we have it deposited in our Risk Management Deposit Fund?

Thanks.

Don