

## NOTICE OF CONNECTICUT STATE AGENCIES

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### PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY NOTICE OF INTENT TO REVISE ITS FINANCE AND ACCOUNTING MANUAL

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In accordance with sections 1-121 and 31-49o of the Connecticut General Statutes, notice is hereby given that the Board of Directors of the Connecticut Paid Family and Medical Leave Insurance Authority (“hereinafter the CT Paid Leave Authority”) intend to revise its Finance and Accounting Manual to update processes to reflect staffing changes, to allow for segregation of duties, to describe the electronic (as opposed to physical) workflows, and to conform its records retention schedules and policies with the schedules and policies published by the State Librarian and State Public Records Administrator. In addition, an appendix providing step-by-step instructions for completing payment reconciliations.

To request a copy of the proposed revised Finance and Accounting Manual, please email [erin.choquette@ct.gov](mailto:erin.choquette@ct.gov), including “Finance and Accounting Manual” in the subject line.

To submit comments regarding the proposed revised Finance and Accounting Manual, please email [PFMLIAComments@ct.gov](mailto:PFMLIAComments@ct.gov). All written comments regarding these procedures must be submitted by August 20, 2021.

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