

NOTICE OF CONNECTICUT STATE AGENCIES

PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY

NOTICE OF INTENT TO ADOPT PROCEDURES RELATING TO PRIVATE PLAN AUDITS

In accordance with sections 1-121, 31-49h 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”) intends to adopt a Private Plan Audit Guide which details the processes the CT Paid Leave Authority will follow and the standards it will apply when it conducts audits of approved private plans. As detailed in the Guide, there are four potential audit topics: Application, Contributions, Financial Solvency and Claims.

The Audit Guide consists of four sections:

- Section 1 – Introduction
 - Summarizes the Authority’s right to conduct audits
 - Explains the audit structure and categories of conclusions
 - Reminds employers about their record-keeping obligations
- Section 2 – Overview & Checklists
 - Details the overall process, including timelines,
 - Explains each audit topics, detailing the documents needed, review process and requirements for each type of audit
- Section 3 – Report of Results
 - Summarizes report process, including opportunity to comment on the draft and the requirement for a corrective action plan
- Appendix
 - Worksheet summarizing deadlines & data/documents requested

To request a copy of the proposed Private Plan Audit Guide, please email michael.cisar@ct.gov, including “Private Plan Audit Guide” in the subject line.

To submit comments regarding the Private Plan Audit Guide, please email the comments to michael.cisar@ct.gov. All written comments regarding either of these documents must be submitted by February 24, 2023.
