

A decorative background featuring a stylized, repeating pattern of leaves and branches in various shades of blue. The pattern is dense and covers the entire page.

# Private Plan Audit Guide

Recommended Changes

11/13/2025

# Private Plan Audits Launched by Year/Type

Year	Application Audits	Contribution Audits	Claims Audits	Financial Solvency Audits	Totals
2023	1	3 (+1)	1	0	5 (6)
2024	6	4	4	1	15
2025	7 (+1)	4	4 (+1)	1	16 (18)

# Lessons Learned

- Moved away from using the Audit Guide as our agenda for the Kickoff Meeting. Created Powerpoint decks instead to walk through the audit process with employers/TPAs.
- Transferred most of the audit specific items (e.g. due dates, contact information) to the appendix at the end of the audit guide.
- Added two standard meetings for audits (in addition to the Kickoff Meeting):
  - Claims process meeting (Claims audits)
  - Draft Report meeting
- Clarified language in our document requests and the employee survey (Application audits) to better communicate what information we require in the audit.
- Added additional items to review (e.g. annual notices and policy documents), consolidated some of the existing checklist items (e.g. claim calculation items).

# Private Plan Audit Guide Updates

## Style/Formatting

- Consistency in Font size and color
- Format/word-smithing in the introduction
- **Moved audit-specific items to Appendix (e.g. contacts, specific due dates for audit materials)**
  - **Including attendance checkboxes for the standard audit meetings/questionnaire recipient.**
- Changed checklists to “Yes”, “No”, “Not applicable” rather than a box to check
- Provided more detailed timeline/deadlines for audit process
- Updated references to cover the expansion of safe leave

## Technical Process Changes

- Created separate slide deck for meetings
- **Moved away from the three required categories of errors (systemic issues, lack of sufficient safeguards, deviations from process)**
- Removed Notes sections from guide
- Include separate document-related checklist items for Application audits:
  - Did the employer cooperate with the audit, and
  - Did they retain the applicable documentation
- Streamlined the Draft/Final Report process
- **Allow the irrelevant sections to be removed from the audit guide**

# Private Plan Audit Guide Updates

## Substantive Changes

- Require, for all audit types, proof of policy/plan documents being provided to employees, and of the annual notice required by Conn. Gen. Stat. §31-49q
- (Application audits) Confirm that documentation provided prior to vote was accurate and not misleading
- (Application audits) Minor edits to wording of Employee Survey to better help participants understand the questions
- (Contribution audits) Removed review of approved claims
- (Financial Solvency audits) Added public shareholder reports as acceptable documentation
- Require correct Contacts in their CT Paid Leave employer accounts