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GOVERNOR

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NANCY G. GROENWEGEN
COMMISSIONER

PA 07-32

To: Participating Agency Chief Executive Officers
(Agencies not returning Self-Audit)

From: Mary B. Frye, Director of Employee Insurance Programs

Subject: NYSHIP Self-Audit Not Received

Date: January 3, 2008

The due date for the NYSHIP Self-Audit for Participating Agencies has passed. As of the date of this memo, we have no record of having received a completed Self-Audit for your agency.

I encourage you to complete and return the Self-Audit **as soon as possible**. The attached copy of the original cover memo (PA 07-21) explains the purpose of this audit and how completing it can benefit your agency. If your agency does not complete the Self-Audit, the Employee Benefits Division, at our discretion, may elect to conduct an on-site audit of your agency's records.

The enclosed Self-Audit also is available on HBA Online www.cs.state.ny.us/ebdonline (NYSHIP Self-Audit for Participating Agencies). If you choose to complete the online audit, you must print it and send to us by fax or mail; please note that completed online Audit forms may NOT be sent to us electronically. Our fax number and address appear on the last page of the Self-Audit. We strongly recommend you keep a completed copy for your permanent records.

Although your agency's health benefits administrator (HBA) or other staff may complete the audit, please note that your signature attesting that the information is true and correct is required. If you have any questions or concerns, please feel free to contact the Public Employer Liaison Unit at (518) 485-1771.

Enclosures

cc: Health Benefits Administrator