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TO: State Agency Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: IPP Annual Update Reconciliation Listing

DATE: March 08, 2011

Each year, we ask you to review and confirm the status of your employees enrolled in the New York State Income Protection Plan (IPP). To assist you in your review, we are providing you with a list of your agency's employees enrolled in the IPP.

Management Confidential (M/C) employees whose service began on or after January 1, 1986, and DC-37 employees whose service began on or after October 1, 1987, are mandatory participants in IPP. If a mandatory participant does not appear on the list, it is because the Employee Benefits Division has not received an application or they have lost eligibility.

You should have a copy of an application on file for every M/C or DC-37 employee even if the employee transferred from another agency. The releasing agency should have forwarded a copy of the application to you. You should request the copy from the previous agency if you don't have a copy of the original application on file.

**Please use the list to delete ineligible employees, correct errors in employee information, and add any unlisted employees. Clearly indicate any ineligible employees that should be deleted and/or list employee information that should be corrected. Any eligible employees should be added by submitting an original application to Civil Service. Keep in mind that benefits cannot be paid until the application has been received and processed by the Department of Civil Service.**

Please send a copy of the corrected list to Ms. Wendy Westervelt, IPP Unit, at the above address. She will investigate any discrepancies and advise you of her findings.

If you have any questions, please call Ms. Westervelt at (518) 473-3496.

Note: A list of the agency's employees enrolled in IPP mailed with this memo.