



ANDREW M. CUOMO
GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

PA 11-03
PAEX 11-01

To: Participating Agency Chief Executive Officers

From: Robert W. DuBois, Director of the Employee Benefits Division

Subject: NYSHIP Self-Audit for Participating Agencies

Date: May 18, 2011

It has been over three years since the last NYSHIP Participating Agency Self-Audit was conducted. Therefore, I am asking for your cooperation with the Employee Benefits Division's 2011 audit. In addition to providing updated information to the Division, we hope that the Self-Audit assists your agency in better understanding NYSHIP rules and prompts a review of your agency's policies. We will be directing the Self-Audit to your agency Health Benefits Administrator (HBA), although some of the information may more appropriately be provided by other staff. I ask that you encourage the accurate and timely completion of this audit.

The format of the Self-Audit has been streamlined in an attempt to simplify the process for HBAs completing the survey, as well as to improve the quality of information received by the Division. Although some of the information requested is already available to the Division, we ask that you complete each question of the audit so that we can confirm the information and ensure our records are accurate and up-to-date. These audits are valuable sources of information and can serve to help the Division in better meeting the needs of Participating Agencies.

We strongly encourage all agencies to complete the Self-Audit online. The audit can be accessed at <http://www.cs.state.ny.us/paaudit/index.cfm>. If you are unable to complete the audit online, you may request that an electronic file or paper copy be sent to your agency by calling (518) 485-1771.

Please ensure the Self-Audit is completed and returned by June 13, 2011. If you choose to submit a paper version of the audit, please do not attach any supporting documentation, such as contracts, in lieu of providing responses to the questions. If your agency does not complete the Self-Audit, the Employee Benefits Division may conduct an on-site audit of your agency's records.

Finally, please encourage your agency Health Benefits Administrator to complete the NYSHIP Survey at the end of the Self-Audit. This information will assist the Employee Benefits Division in meeting the needs of those who administer NYSHIP at the agency level.

If you have any questions or concerns, please feel free to contact us at (518) 485-1771.

cc: Participating Agency Health Benefits Administrators