

How to apply for a private plan for Connecticut PFML

1 Register on the CT Paid Leave Authority portal, CTpaidleave.org.

2 As soon as you've decided to opt for a private plan, connect with your carrier or TPA to get started.

3 Complete the application. (By this step you've connected with Lincoln either for your declaration of insurance (DOI) or information on a self-insured plan.)

4 Receive application approval. The state accepts applications on a rolling basis; they must be approved no later than 30 days before the end of the quarter in which they go into effect.

5 Renew your private plan. Private plans are approved for three years or until the employer changes the private plan, whichever is first. Updates to surety bonds for self-insured plans will be required annually.

Private plan application

1. Confirm whether the plan is fully insured or self-insured.
2. Provide applicable plan/policy document and plain language guide.
3. CT Paid Leave Authority will verify approval of the policy/plan document.
4. If self-insuring, furnish the required surety bond.
5. Attest that the plan has been approved by a majority vote of employees working in Connecticut and that the vote complied with CT Paid Leave Authority requirements.
6. Report the total number of employees working in Connecticut and include the total number of employees voting for and against the plan.
7. Attest that voting requirements were followed.
8. Attest to comply and direct insurer or TPA (as applicable) to comply with the CT Paid Leave Authority's reporting requirements.
9. Attest to comply and direct insurer or TPA (as applicable) to comply with claims administration mandates.
10. Attest to comply and direct insurer or TPA to provide timely and complete responses to CT Paid Leave Authority.

Private plan application process

Important reminders

- 1

 - Catch-up deductions were due to be remitted to the state by July 31.
 - Employers can continue catch-up deductions after July 31 only with express authorization from the Labor Commissioner. Please see the CT PFML Authority FAQs and website for more information.
- 2

 - Visit CTpaidleave.org for more information. **The Process** section walks you through private plan requirements and steps.
- 3

 - Stay up to date with new information, deadlines, and reminders with Lincoln's monthly compliance report. Check out previous months at LincolnFinancial.com/AbsenceAdvisor — and reach out to your Lincoln benefits professional to be added to our distribution list.



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