

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
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MEDICARE ENROLLMENT & APPEALS GROUP

DATE: January 8, 2025

TO: All Medicare Advantage Organizations, Prescription Drug Plans, Cost Plans, Medicare-Medicaid Plans (MMPs), and PACE Organizations

FROM: Jerry Mulcahy
Director, Medicare Enrollment and Appeals Group
Center for Medicare

SUBJECT: Updated Medicare Cost Plan Enrollment and Disenrollment Instructions

This memo announces the release of the final version of Chapter 17D of the Medicare Managed Care Manual. The purpose of these updates is to bring our guidance up to date with regulatory requirements from recent rulemaking in CMS-4201-F3 and CMS-4205 that were effective on January 1, 2025. These changes are related to the revised Special Election Period for dually eligible individuals and other low-income subsidy (LIS) eligible individuals and its effect on cost plans offering a Part D Optional Supplemental Benefit.

Other general changes include:

- Updating references to the Medicare Advantage (MA) and Part D Enrollment and Disenrollment Guidance.
- Using language referring to individuals/enrollees and expressing numeric values as words, consistent with the MA and Part D Enrollment and Disenrollment Guidance.
- Revising model enrollment forms to more closely align language with MA and Part D model forms.
- Removing language from exhibits about the coverage gap phase of the Part D benefit, which ended on December 31, 2024.
- Removing outdated times for contacting the Social Security Administration from exhibits.

The final version is attached with updates marked by red, italicized font and will also be available on our webpage under “Downloads” at <https://www.cms.gov/medicare/enrollment-renewal/managed-care-eligibility-enrollment>. This guidance is effective immediately.

Please submit questions regarding the updated guidance to the LMI Mailbox:
<https://enrollment.lmi.org/deepmailbox>.