



**MEDICARE DRUG & HEALTH PLAN CONTRACT ADMINISTRATION GROUP**

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**DATE:** April 9, 2010

**TO:** Current and Future Medicare Advantage Organizations,  
Employer/Union Direct Contract Medicare Advantage Organizations and  
Cost Based Plans

**FROM:** Danielle Moon, J.D., M.P.A., Director

**SUBJECT:** Extension of Deadlines for Responding to Deficiency Notices and Changing  
Pending Service Area

CMS issued deficiency notices to applicants for new and expanding Special Needs Plans (SNPs) on Friday, April 2, 2010 and to applicants for new and expanding Medicare Advantage (MA) contracts on Tuesday, April 5, 2010. In order to provide more time for applicants to prepare and submit responses to these deficiency notices, CMS is extending the response deadline from Sunday, April 11, 2010 to **Tuesday, April 13, 2010, at 8:00 PM EDT.**

As a reminder, deficiencies identified in these notices must be submitted in accordance with the guidance provided therein. In addition, all of an application's exceptions-related deficiency responses (new materials only), along with any additional documents you were instructed to upload to this window, should be submitted in a single zipped file named as follows: ContractID\_Exceptions.zip. Upload this zipped file into the "CMS Directed Upload" window.

Requests to change a pending service area (i.e., drop a county or counties) must be received by the deadline to respond to the Notices of Intent to Deny. Applicants must submit a signed written request on company letterhead via e-mail to [MA\\_Applications@cms.hhs.gov](mailto:MA_Applications@cms.hhs.gov) and [drugbenefitimpl@cms.hhs.gov](mailto:drugbenefitimpl@cms.hhs.gov).

If you have any questions about the applications process, please contact your account manager or send an e-mail to: [MA\\_Applications@cms.hhs.gov](mailto:MA_Applications@cms.hhs.gov).