# Changes to the <Plan Name> <Year> Annual Notice of Change

*Instructions: Plans/Part D Sponsors may only use this errata sheet to correct the Annual Notice of Change (ANOC) that was distributed to enrollees. Plans/Part D Sponsors that have more than one correction in an ANOC must use one row per each correction to describe the change(s). Plans/Part D Sponsors may make minor grammatical adjustments to accommodate changes in references (e.g., make a word singular/plural).*

*Distribution of errata sheets:*

* *All enrollees must receive the actual errata sheet. A notice stating an errata is posted on a website is not acceptable.*
* *If an enrollee has previously opted in to receiving the ANOC/EOC in an electronic form, Plans/Part D Sponsors may send the ANOC errata electronically. All other enrollees must receive the ANOC errata in hard copy.*
* *If there are errors in both the ANOC and EOC:*
  + *Plans/Part D Sponsors may send the ANOC and EOC errata in the same mailing, as long as they are mailed timely and as two separate documents.*
  + *Plans/Part D Sponsors should add language to the ANOC and EOC erratas to let enrollees know that they will be receiving two errata sheets, one for the ANOC and one for the EOC.*

*[Insert date]*

*[Plans/Part D Sponsors may add a greeting (e.g., Dear Member, Dear Mrs. [insert name]).]*

## This is important information on changes in your <insert plan name> coverage.

We previously sent you the Annual Notice of Change (ANOC) which provided information about changes to your coverage as an enrollee in our plan. This notice is to let you know there were errors in your ANOC. Below you will find information describing and correcting the errors. Please keep this information for your reference. The correct ANOC can be found on our website at [insert web address].

## Changes to your ANOC

| **Where you can find the error in your [Current Year] ANOC** | Original Information | Corrected Information | What does this mean for you? |
| --- | --- | --- | --- |
| [Insert page number, Section, and Title of Section] | [insert original (incorrect) information] | [insert corrected information] | [insert informa­tion further describing the corrected information in plain language so that readers understand the impact to them] |
| **Below are examples** | **Below are examples** | **Below are examples** | **--** |
| On page 2, under “Section 3. Medical services: changes to your benefits” your Annual Notice of Change lists the Optional Supplemental Benefits – Package 1 (Monthly Premium) as: | $29 for the following optional benefits:   * Dental Services * Chiropractic Services * Eyewear * Acupuncture | $30 for the following optional benefits:   * Dental Services\* * Chiropractic Services * Eyewear\* * Acupuncture | You must pay a $30 monthly premium for the described services. |
| On page 5, under “Section 3. Medical services: changes to your benefits” your Annual Notice of Change lists the Routine eye exam as: | $10 copayment | $0 copayment | You will pay nothing for Routine eye exam. |

*[Plans/Part D Sponsors have the option to insert a paragraph further describing all changes from the original information. Plans/Part D Sponsors should describe benefits/coverage changes by comparing the benefits/coverage information originally provided to the enrollee with the corrected benefits/coverage information.]*

You are not required to take any action in response to this document, but we recommend you keep this information for future reference. If you have any questions, please call us at [enter customer service/member services, TTY number, and hours of operation].

*[Plans/Part D Sponsors may add a closing]*

*[Insert the Federal Contracting Statement]*

*[As applicable, insert the Availability of Non-English Translations Disclaimer]*