



DEPARTMENT OF HEALTH & HUMAN SERVICES

Centers for Medicare & Medicaid Services  
*Center for Beneficiary Choices*  
*Medicare Advantage Group*

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7500 Security Boulevard  
Baltimore, Maryland 21244

**DATE:** May 10, 2006

**TO:** Medicare Advantage, Medicare Advantage-Prescription Drug Organizations Demonstrations

**FROM:** David A. Lewis, Acting Director, Medicare Advantage Group Center for Beneficiary Choices

**SUBJECT:** Instructions for Submitting Justification of a Medicare Advantage Mid-Year Benefit Enhancement for Contract Year 2006

On April 26, 2006, we released on the Health Plan Management System (HPMS) CMS guidance on mid-year benefit enhancements (MYBEs) for contract year (CY) 2006. In that guidance we provided general rules on MYBEs for 2006 and the prohibition on marketing MYBEs to non-members. The guidance also discussed 2006 MYBE requirements, such as providing credible claims experience to CMS and notifying current enrollees of any approved MYBEs. We also stated that we would provide the MYBE tool and other information on submission requirements at a later date. Attached are the tool and submission instructions as follows:

- Instructions for Submitting Justification of Medicare Advantage Mid-Year Benefit Enhancement For Contract Year 2006;
- Mid-Year Benefit Enhancement Justification Tool (MJT) (in Excel).

The instructions provide guidance and requirements for the proper completion of the following sections of the attached spreadsheets: Basic Inputs; Actual CMS Payments and Enrollment for Experience Period; Forecast of Net Medical Expenses; and Calculation of Excess Retention and Enhanced Benefits. The instructions also provide information on the requirement to submit an actuarial certification and other supporting documentation.

MYBE proposals must be submitted electronically to the designated mailbox at [CMSMYBE@cms.hhs.gov](mailto:CMSMYBE@cms.hhs.gov). If you have any questions about the guidance or instructions on how to submit your MYBEs, please e-mail or call Mark Keller at [Mark.Keller@cms.hhs.gov](mailto:Mark.Keller@cms.hhs.gov) or (410) 786-0107.