

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

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DATE: May 28, 2021

TO: All Medicare Advantage Organizations Offering or Seeking to Offer a Dual Eligible Special Needs Plans in Contract Year 2022

FROM: Kathryn A. Coleman  
Director

SUBJECT: State Medicaid Agency Contracts Submission Requirements for Contract Year 2022

CMS informs all Medicare Advantage Organizations (MAO) seeking to offer a Dual Eligible Special Needs Plan (D-SNP) in contract year (CY) 2022 that they must complete necessary attestations, upload State Medicaid Agency Contracts (SMACs), the corresponding Matrix Upload Documents, and any supporting documentation, such as state letters of good standing on official state letterhead accompanying evergreen SMACs, in the Health Plan Management System (HPMS) by **Tuesday, July 6, 2021, at 8:00PM ET**. MAOs with multiple D-SNP plan benefit packages (PBPs) must upload a SMAC for each PBP and specify in the corresponding matrices the PBP to which each SMAC applies. MAOs must submit CY 2022 SMACs that meet all relevant requirements at 42 CFR 422.107(c) and (d) by the July 6<sup>th</sup> deadline.

The CY 2022 Matrix Upload Documents can be found in HPMS: HPMS Home Page > Contract Management > D-SNP Management > Download Templates. Instructions on how to complete and submit SMAC submissions can be found in the CY 2022 SNP Online Application User Manual under “Online Application User Manuals.” HPMS will generate a confirmation for each submission.

**Please note: To complete the submission, MAOs must click the “final submit” button by the deadline.**

For any questions related to HPMS issues, please contact the HPMS help desk at [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov).

For questions related to the SMACs, please contact the DMAO portal at [dmao.lmi.org](http://dmao.lmi.org) and click the SNP tab or [DSNP\\_Operations@cms.hhs.gov](mailto:DSNP_Operations@cms.hhs.gov) with D-SNP Integration Status in the subject line.