

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
Center for Beneficiary Choices  
7500 Security Boulevard  
Baltimore, Maryland 21244-1850



**DIVISION OF ENROLLMENT & ELIGIBILITY POLICY**

---

**DATE:** March 8, 2006

**TO:** SNPs Approved for January 2006 Passive Enrollments

**FROM:** Randy Brauer, Acting Director

**SUBJECT: Guidance for MA SNPs That Have Attempted to Passively Enroll Ineligible Beneficiaries**

Some MA Special Needs Plans (SNPs) approved by CMS for passive enrollment have submitted enrollments for individuals who were not eligible to be enrolled in the SNP because they do not have both Part A and Part B of Medicare. This guidance explains what steps you must take to ensure that these individuals have appropriate Part D coverage effective 01/01/2006.

If you attempted to passively enroll an individual who does not have both Part A and Part B of Medicare, the enrollment transaction would have been rejected. These individuals should have been auto-enrolled into a PDP retroactive to January 1, 2006, and have received notice of their plan assignment. Please instruct your providers to bill Medicare fee-for-service, the beneficiary's PDP, and/or Medicaid, as appropriate, for any covered drugs and services furnished to these individuals beginning January 1. Please also send the attached model notice to advise beneficiaries of the error, and to inform them that they are not eligible for your SNP and that they have been assigned to a PDP. This notice must be sent within 7 business days of the date of these instructions.

If you have any questions, please contact your CMS Regional Office plan manager.