

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



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MEMORANDUM

TO: All Part D Plan Sponsors

FROM: Abby L. Block, Director

RE: End-of-Year Timelines

DATE: September 5, 2006

In order to manage expectations and resources as we move into the final months of 2006, we have created a set of process-specific timelines. These timelines highlight the key end-of-year milestones in Medicare Part D of particular importance to Part D plans in the following areas:

- SSA/CMS re-determination of LIS eligibility
- Re-assignment
- Plan payments
- Retiree Drug Subsidy
- Enrollment communications
- Marketing of plans
- Plan communications
- Plan systems operational readiness

Updated information on these processes will be addressed in the “Week-at-a-Glance” notices issued by CMS’s Office of Information Services.

If you have any questions about these timelines, please contact your account manager. Thank you for your continued assistance with the implementation of the Part D benefit.