



MEDICARE-MEDICAID COORDINATION OFFICE

DATE: June 11, 2024

TO: Medicare-Medicaid Plans

FROM: Lindsay P. Barnette
Director, Models, Demonstrations & Analysis Group

SUBJECT: New York MMPs: Release of Final Contract Year 2025 Model Materials

Accompanying this memorandum are the new model materials for Contract Year (CY) 2025 developed jointly by CMS and New York for Medicare-Medicaid Plans (MMPs) operating in the New York capitated financial alignment model demonstration. There were minimal updates to the CY 2025 models. New York MMPs may only use the CY 2025 models for CY 2025.

We are issuing the following model materials to support compliance with provisions in the three-way contracts, as further described in the Marketing Guidance for New York Medicare-Medicaid Plans:

- **Annual Notice of Changes (ANOC):** The ANOC must be received by current enrollees by September 30, 2024, and posted on plan websites by October 15, 2024.
- **Member Handbook/Evidence of Coverage (EOC) - Chapters 1-12:** The Member Handbook (or a separate notice to alert enrollees how to access or receive the Member Handbook) must be received by current enrollees by October 15, 2024, and posted on plan websites by October 15, 2024.
- **Summary of Benefits (SB):** The SB must be available by October 15, 2024, but can be released as early as October 1, 2024, and posted on plan websites by October 15, 2024.
- **Provider and Pharmacy Directory:** The directory (or a separate notice to alert enrollees how to access or receive the directory) must be received by current enrollees no later than October 15, 2024. The directory must be available to current and prospective enrollees and posted on plan websites by October 15, 2024.
- **List of Covered Drugs (Formulary):** The formulary (or a separate notice to alert enrollees how to access or receive the formulary) must be received by current enrollees no later than October 15, 2024, and available to current and prospective enrollees and posted

on plan websites by October 15, 2024.

- **Drug-only MMP Explanation of Benefits (EOB):** New York MMPs may use the Drug-only MMP EOB to satisfy the requirement under 42 CFR 423.128(e) to send enrollees Part D claims information for each month in which they incur any drug claims. Use of this model is optional. New York MMPs may instead use the CY 2025 Part D EOB model provided to Part D sponsors at www.cms.gov/Medicare/Prescription-Drug-Coverage/PrescriptionDrugCovContra/Part-D-Model-Materials.
- **Member ID Card**
- **Integrated Denial Notice**
 - Instructions for the Integrated Coverage Determination Notice (ICDN) Models
 - ICDN Model 1: Coverage Determination Notice (Service Plan Update)
 - ICDN Model 2: Coverage Determination Notice (Service Plan Update)
 - ICDN Model 3: Coverage Determination Notice
- **Plan-Delegated Enrollment and Disenrollment Notices**
 - Exhibit 5b: Welcome Letter for Individuals Who Opt In
 - Exhibit 30: MMP Model Notice to Research Potential Out of Area Status
 - Involuntary Disenrollment Request Due to Disruptive Behavior
 - Involuntary Disenrollment Denial Notice
- **Appeal Decision Notices**
 - Appeal Notice 1: Acknowledgment of Appeal
 - Appeal Notice 2: Expedited Appeal Request Denial
 - Appeal Notice 3: In-Person Appeal Review
 - Appeal Notice 4: Appeal Decision Notice (Approval)
 - Appeal Notice 5: Appeal Decision Notice (Denial)
 - Appeal Notice 6: Acknowledgment of Auto-Forward of Appeal
 - Appeal Notice 7: Notice of Appeal Decision Delay
 - Appeal Notice 8: Request for Additional Information
 - Grievance Notice 1: Grievance Decision Notice
 - Grievance Notice 2: Notice of Grievance Delay
- **Part D Notices**
 - Excluded Provider Model Letter
 - Transition Model Letter
 - Prescription Transfer Model Notice

This memorandum and the attached models will also be posted to the Medicare-Medicaid Coordination Office's Information and Guidance for Plans webpage at www.cms.gov/Medicare-Medicaid-Coordination/Medicare-and-Medicaid-Coordination/Medicare-Medicaid-Coordination-Office/FinancialAlignmentInitiative/MMPInformationandGuidance/MMPMarketingInformation

[andResources](#), grouped alphabetically by state under the “State-Specific Information” heading.

We encourage all plans to work closely with their marketing reviewers and Contract Management Team to ensure timely submission and approval of all required CY 2025 materials, as well as timely and complete entry of Actual Mail Dates for ANOCs. If you have any questions about the contents of this memorandum, please contact the Medicare-Medicaid Coordination Office at MMCOCapsModel@cms.hhs.gov.