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**CENTER FOR MEDICARE
MEDICARE-MEDICAID COORDINATION OFFICE**

DATE: October 15, 2018

TO: Current and Future Medicare Advantage Organizations, Medicare-Medicaid Plan Sponsors, and Prescription Drug Plan Sponsors

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SUBJECT: Release of Notice of Intent to Apply for Contract Year 2020 Medicare Advantage (MA), Medicare-Medicaid Plans (MMP), and Prescription Drug Benefit (Part D) and Related CY 2020 Application Deadlines

CMS announces the release of the Contract Year (CY) 2020 Notice of Intent to Apply (NOIA) web tool and key dates for the CY 2020 Medicare Advantage (MA), Medicare-Medicaid Plan (MMP), and Prescription Drug Benefit (Part D) application cycle.

I. 2020 Application Activity Key Dates

CY 2020 Application Activity	Date
Notice of Intent to Apply (NOIA) deadline to ensure access to the CMS Health Plan Management System	November 12, 2018
CMS sends Notice of Intent to Apply confirmation e-mails to entities meeting the November 12 NOIA deadline to ensure timely Health Plan Management System (HPMS) access	November 30, 2018
CMS User ID connectivity form submissions must be received by this date to ensure user access to HPMS by January 8, 2019	December 1, 2018

CY 2020 Application Activity	Date
CY 2020 MA, Part D, and MMP applications posted on CMS websites	January 8, 2019
Final day to submit Notice of Intent to Apply for 2020	January 25, 2019
CY 2020 MA, Part D, and MMP applications submission deadline	February 13, 2019

II. Submitting a Notice of Intent to Apply

The CY 2020 NOIA should be submitted by **5 p.m. Eastern Time on November 12, 2018**. CMS will continue to process NOIAs between November 12, 2018 and January 25, 2019. Please note that CMS cannot guarantee that applicants submitting a NOIA after November 12 will have access to the online application when it is released in January 2019; therefore, be advised that those entities may not have the full period of time to complete their applications.

CMS will send confirmation emails to organizations once the CY 2020 NOIAs are processed, but no later than **November 30, 2018** for those entities that submit a NOIA by November 12, 2018. **Entities must submit a NOIA for CY 2020 if any of the following actions are planned:**

- Offering a new product type (such as a MA, MA-PD, MMP, or PDP)
- Transitioning an existing non- or partial network Private Fee for Service (PFFS) to a full network PFFS (a pending contract ID will be issued)
- Expanding the service area of an existing contract (SAE)
- Expanding only an employer-only service area
- Adding prescription drug benefits to an existing contract for the first time
- Adding Employer Group Waiver Plan (EGWP) market to an existing individual-only service area for the first time
- Adding individual market to an existing EGWP-only service area for the first time
- Adding or expanding the service area of a Special Needs Plan (SNP)

An organization seeking to offer a new product type or an expansion of an existing MA, MMP, or Part D plan must complete a separate NOIA for each unique application it intends to submit.

For CY 2020, there are four distinct websites for interested organizations. Organizations must use the following links to access and complete the NOIA web tools:

- New/Initial MA or Part D Plan – <https://cmsgov.wufoo.com/forms/mdp0yc208ydu8m/>
- MA or Part D SAE (including adding a SNP to an existing contract) – <https://cmsgov.wufoo.com/forms/m18aj7h11ba1z5j/>
- New/Initial MMP – <https://cmsgov.wufoo.com/forms/m1gov5aq1x94fhj/>
- MMP SAE – <https://cmsgov.wufoo.com/forms/mpwel2n0i7qbfj/>

III. CMS Processing of Notices of Intent to Apply and Confirmations

CMS will review and process the NOIA submission, and for entities seeking to offer a new product type in 2020, CMS will use the information submitted to generate pending contract IDs. Organizations' requests for separate contract numbers will only be accommodated when an existing contract is not allowed to be expanded based on CMS policy.

Please also note the following:

- Other than for Regional PPOs, new contract numbers will not be issued to existing legal entities for product types they currently contract with CMS to offer in 2019. Those entities should complete SAE applications to achieve the business goals of broadening the contract's service area, or adding EGWP or individual plans, to existing contracts.
- Organizations seeking to offer a Regional PPO in a new region may request and file the application under a new contract number.
- P.O. Boxes will not be accepted as valid addresses for application purposes. Processing will be delayed for any NOIAs that contain a P.O. Box for the mailing address of the legal entity while CMS attempts to collect the street address for the legal entity.
- All EGWP (Direct Contract or "Employer Series") service area expansions will follow the same application timeline as the individual market applications.
- MMPs seeking to expand into existing MMP counties must submit a NOIA for CY 2020
- Current PFFS contractors with service areas transitioning to network-based coverage starting in CY 2020 must file a single NOIA for those areas that are transitioning. The network-based PFFS areas will be assessed under a new contract number. Non-network PFFS plans (those plans that cover county(ies) not identified by CMS as being a county that must have network-based PFFS coverage) may continue to operate under their current contract numbers.

IV. CY 2020 Applications

The CY 2020 MA and Part D Initial and SAE, MMP Initial and SAE, and SNP Initial and SAE applications will be posted on the CMS web pages and in HPMS by January 8, 2019 and will be due on February 13, 2019.

All CY 2020 Medicare applications and supporting documentation must be submitted electronically via the HPMS. To ensure timely access to CMS systems, including HPMS, applicants must complete the NOIA online and the CMS User ID connectivity form (required for entities seeking a new 2020 contract). Submitting a NOIA does not bind that organization to submit an application for CY 2020.

If you have questions about the CY 2020 NOIA process, please contact the CMS Part D Application mailbox at PartD_Applications@cms.hhs.gov.

If you have questions related to HPMS user access, please send an email to

hpms_access@cms.hhs.gov.