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DATE: January 17, 2025

TO: All Prescription Drug Plan Sponsors

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SUBJECT: Revised Low-Income Subsidy (LIS) Model Documents

On June 12, 2024, CMS released one of the model notices that was included in Chapter 13 of the Prescription Drug Benefit Manual, which covers Premium and Cost-Sharing Subsidies for Low-Income Individuals. In the memo accompanying that release, we informed Part D sponsors that the “Notice for Beneficiaries Whose Low-Income Subsidy is Terminated” would be available on CMS’s Part D Model Materials website, with other model documents from the chapter expected to follow at a later date. The purpose of this memo is to announce that Part D sponsors can now access the remaining model documents – “Determination of LIS Ineligibility,” “Notice of Error in Premiums and Cost Sharing,” and “Notice of Removal of LIS Period(s)” – on the Part D Model Materials website at: www.cms.gov/medicare/coverage/prescription-drug-coverage-contracting/part-d-model-materials.

The model documents have also been updated to:

- Make corrections in the CMS Regional Office contact list found in the “Determination of LIS Ineligibility”
- Separate into two documents the “Notice of Removal of LIS Period(s) for PDPs, MA-PD Plans, and Cost Plans that Offer Part D” – one document for those losing LIS and another document for those who will continue to have LIS but will have a change in cost-sharing level; and
- Include a new link to the Social Security Administration’s website for LIS applicants in both the “Notice of Removal of LIS Period(s)” for those losing LIS and the “Determination of LIS Ineligibility” model notice.

If you have questions about the information in this memo, please contact the Part D Policy mailbox at PartDPolicy@cms.hhs.gov.