CMS

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DATE: April 21, 2025

TO: All Current Medicare Advantage Organizations, Prescription Drug Plan Sponsors, Section 1833 and 1876 Cost Plans, Programs of All-Inclusive Care for the Elderly

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SUBJECT: Release of the Contract Year 2026 Non-Renewal/Service Area Reduction Module in the Health Plan Management System

The Centers for Medicare & Medicaid Services (CMS) is announcing the release of the Contract Year (CY) 2026 Non-Renewal (NR)/Service Area Reduction (SAR) module in the Health Plan Management System (HPMS). This module allows Medicare Advantage organizations (MAOs), Part D sponsors (PDPs), and Cost Plans to submit requests for a NR or SAR for CMS' review and approval. The module will be available beginning April 21, 2025. All requests must be received on or before **Monday, June 2, 2025**.

To submit a NR or SAR request, organizations should use the following path in HPMS:

Contract Management > Non-Renewals/Service Area Reductions > Submit Non-Renewal or SAR Request.

Users must then indicate if your organization is requesting a Non-Renewal or "Full SAR" (i.e., remove the county/region from the entire contract service area) or an "Individual to EGWP SAR" (i.e., retain the county/region in the contract service area, but only as an employer only county/region) or a SNP SAR (i.e., remove a county from a SNP service area but retain the county for non-SNP plans). Please note that SNP SAR requests will now be submitted via the NR/SAR module. Please refer to the Non-Renewal/Service Area Reductions (NR/SAR) Module CMS User Guide for instructions on submitting SNP SAR requests. The guide is located at HPMS Home Page > Contract Management > Non-Renewals/Service Area Reductions > Documentation > Quick Reference Guide.

SARs may only be requested for counties/regions not assigned to a CY 2026 plan service area. To remove a county/region from a CY 2026 plan's service area, users must navigate to Plan Bids > Bid Submission > CY2026 > Manage Plans > Set-up Plans to modify the plan service area prior to submitting the SAR request.

All NR or SAR requests must be authorized by the organization's designated signatory in the

CEO/COO/CFO Attestation user profile in HPMS.

To authorize the NR/SAR request, the designated CEO/COO/CFO user must navigate to Contract Management > Non-Renewals/Service Area Reductions > Authorize > Non-Renewal/SAR Requests. The signatory user can authorize one or more NR/SAR requests in a single action.

For information regarding the CEO/COO/CFO attestation user profile, please refer to the April 11, 2025, HPMS memorandum entitled "Instructions for Requesting Plan Electronic Signature Access in the Health Plan Management System (HPMS)."

Once submitted, organizations may view the status of a NR/SAR request, by navigating to: Contract Management > Non- Renewals/Service Area Reductions>View > Non-Renewal/SAR Requests. This navigation pathway allows users to view the details of the NRSAR request, including whether the NR or SAR has been authorized by the designated CEO/CFO/COO user, and the status of CMS review.

PACE Organizations must use a different process for requesting a NR or SAR. PACE Organizations should submit NR/SAR requests on organization letterhead (in a PDF format) at: https://pace.lmi.org/.

For technical questions, please contact the HPMS Help Desk at: hpms@cms.hhs.gov, or 1-800-220-2028. All other questions about the NR/SAR process should be directed to CMS via the following: for MA and Cost Plans, visit https://dmao.lmi.org/; and for PDPs, send questions to PartD_Monitoring@cms.hhs.gov.