



## **Center for Beneficiary Choices**

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### **Instructions for Submitting Employer Group Only (EGO) Service Area Expansion (SAE) Requests**

A Medicare Advantage Organization (MAO) is allowed to expand its existing contract service area to include EGO counties only if the organization offers a MA Plan to individuals somewhere in the state it operates.

A MAO that is interested in expanding its existing contract service area to include EGO counties must submit a written request to CMS. Requests should include the following information:

- Names of EGO counties to be added to the service area (justification is required for partial county requests, if applicable)
- Proof of state licensure for the requested counties
- The proposed effective date of the expansion.

*Please note that EGO SAE requests should be submitted at least forty-five days prior to the proposed effective date of the expansion.*

Send all EGO SAE requests to Shellae Loudon, EGO Principal Contact, at the address listed above and a cc to the RO Plan Manager.

CMS will then acknowledge receipt of the EGO SAE request and advise the MAO to upload the ACRP via HPMS.

As part of the review process, the MAO will be required to sign and return three originals of the contract amendment to the EGO Principal Contact. An approval letter will be sent along with the executed contract amendment at the conclusion of the process.

*Please contact Shellae Loudon at 410-786-7632 or [Slouden@cms.hhs.gov](mailto:Slouden@cms.hhs.gov) for questions regarding the above procedures.*