



BENEFIT NEWS BRIEFS

RDS Center Releases Updated User Guide and Announces Changes to Retiree Processing

Updated User Guide

The Retiree Drug Subsidy (RDS) Program announced the release of Version 3 of the RDS User Guide.

According to the RDS Center, the following User Guide chapters were updated:

- Chapter 3: The RDS Program Big Picture
- Chapter 7: Submitting Retiree Files
- Chapter 8: Understanding Retiree Response Files
- Chapter 9: Understanding Weekly Notification Files
- Chapter 10: Using Additional Retiree Resources
- Chapter 14: Request Informal Written Reconsideration

According to the RDS center, important instructions were also added to *Chapter 10: Using Additional Retiree Resources* about how to display current retiree counts and to *Chapter 14: Request Informal Written Reconsideration* to indicate what user roles receive notifications regarding the status of an appeal.

Changes to Retiree Processing

The RDS Center also announced that it will stop all retiree processing for an Application after *Reconciliation Step 4: Finalize Covered Retirees* is marked "Complete." The RDS Center indicated that by completing *Reconciliation Step 4: Finalize Covered Retirees* the Plan Sponsor has agreed to the accuracy of the Covered Retiree List including all of the Qualifying Covered Retirees, corresponding Subsidy Periods and the Benefit Option(s) in which each Qualifying Covered Retiree is enrolled.

In addition, if a Plan Sponsor does not complete Reconciliation for an approved Application, the RDS Center stated it will stop all retiree processing for the Application after the Reconciliation deadline has passed.

According to the RDS Center, when *Reconciliation Step 4: Finalize Covered Retirees* is marked "Complete" or a Plan Sponsor does not complete Reconciliation and the Reconciliation deadline has passed, the following will occur for the Application:

- Plan Sponsors will be unable to upload retiree files through the *RDS Secure Website*;
- Any retiree list submitted through the Mainframe or VDSA will not be processed by RDS Center;
- Retiree Response Files will no longer be sent;
- An email will be sent to the Account Manager and Designees with View/Send/Receive Retiree Data privilege notifying them that the submitted retiree list has been rejected; and
- The RDS Center will no longer create or send Weekly Notification Files.

More information on the "How to" for *Reconciliation Step 4: Finalize Covered Retirees* is available at on the RDS website at: http://rds.cms.hhs.gov/how_to/reconstep4.htm

To view the updated RDS User Guide, go to the RDS Program Website at: <http://rds.cms.hhs.gov/default.htm> or "[click here.](#)"

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