



# **One Medicaid and CHIP (OneMAC) System Guide for State Users**

June 2025

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## Overview

This document describes the steps state and territory users will follow to create, submit, and perform tasks regarding paper-based State Plan Amendments (SPAs) and 1915 Waiver actions in the One Medicaid and CHIP (OneMAC) system.

**NOTE:** The images in this document were taken in a training environment and are not reflective of actual data.

## What is OneMAC?

OneMAC is a web-based system that allows the Centers for Medicare & Medicaid Services (CMS), states, and territories to submit and process paper-based SPAs and 1915 Waivers more effectively online in support of Medicaid and Children's Health Insurance Program (CHIP) initiatives.

## Getting Help

The OneMAC help desk is available to assist from 9:00 AM to 5:00 PM Eastern Time, Monday through Friday. To contact the help desk:

- Call (833) 228-2540
- Email [OneMAC\\_HelpDesk@cms.hhs.gov](mailto:OneMAC_HelpDesk@cms.hhs.gov)

Please also contact the OneMAC help desk with any feedback, comments, and suggestions about this guide and other OneMAC training and reference materials.

## Obtaining Access to OneMAC

Below is an overview listing the steps required for state users to obtain access to OneMAC. Users will be able to sign in to OneMAC (<https://onemac.cms.gov>) once the role request submitted in Step 4 is approved. Users will then be able to submit/view submissions for their state or territory in OneMAC once the in-system OneMAC role request submitted in Step 5 is approved. Full details on completing steps 1-4 below are available in the [IDM System Instructions for OneMAC System Users](#).

- **Step 1:** Register & Create an IDM Account (if you do not already have one)
- **Step 2:** Initiate Role Request for OneMAC State User
- **Step 3:** Complete Remote Identity Proofing (RIDP) if necessary
- **Step 4:** Complete, Review & Submit Role Request
- **Step 5:** Once IDM role is approved, you can sign in to OneMAC (<https://onemac.cms.gov>) and request appropriate state user role

## OneMAC State User Roles

The table below displays a summary of user roles available for OneMAC. The table also shows the role approval hierarchy.

**NOTE:** These are the in-system OneMAC roles and are requested within OneMAC after being approved for the OneMAC State User role in IDM (step 5 in the overview above). Additionally, users may only hold one role per state.

OneMAC Role	Role Description	Role Approver
State Submitter	Creates and submits paper-based submissions and official RAI responses to CMS for review: <ul style="list-style-type: none"><li>• Medicaid State Plan Amendments (SPAs)</li><li>• Children's Health Insurance Plan (CHIP) SPAs</li><li>• 1915(b) Waiver actions</li><li>• 1915(c) Appendix K amendments</li></ul>	State System Administrator
State System Administrator	Has all State Submitter permissions (above), reviews and approves State Submitter role requests.	CMS Role Approver

## State Users: Managing Roles

### Requesting a Role

This section provides instructions for users to request a new role in OneMAC.

1. Log in to OneMAC with your IDM credentials and select **My Account**.



Figure 1: My Account selection

2. Select **Request a Role Change**.

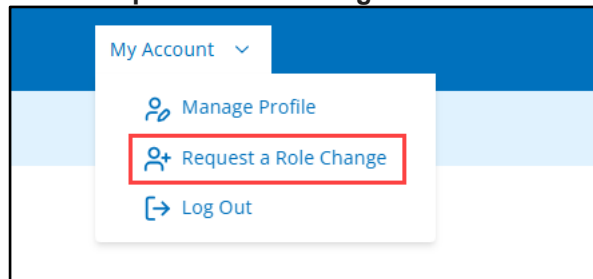


Figure 2: Request a Role Change selection

3. Select the role for which you are registering.

**NOTE:** OneMAC state users can only hold one role per state.

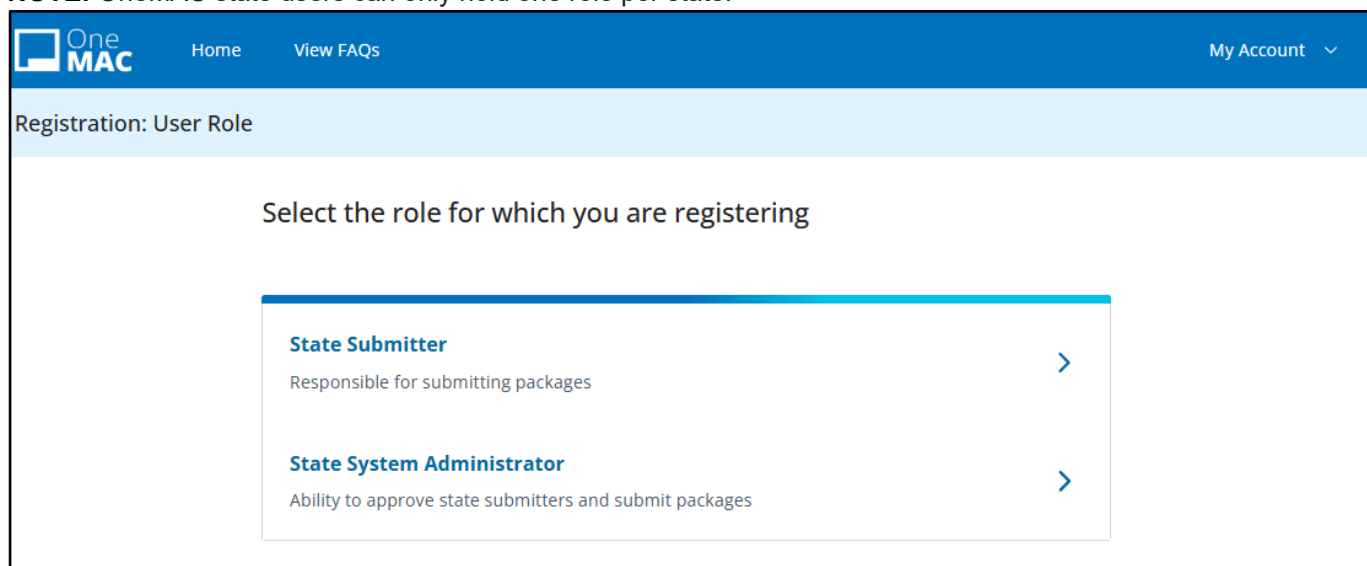


Figure 3: Registration: User Role page

4. Select the state(s) for which you are registering. Then, select **Submit**.

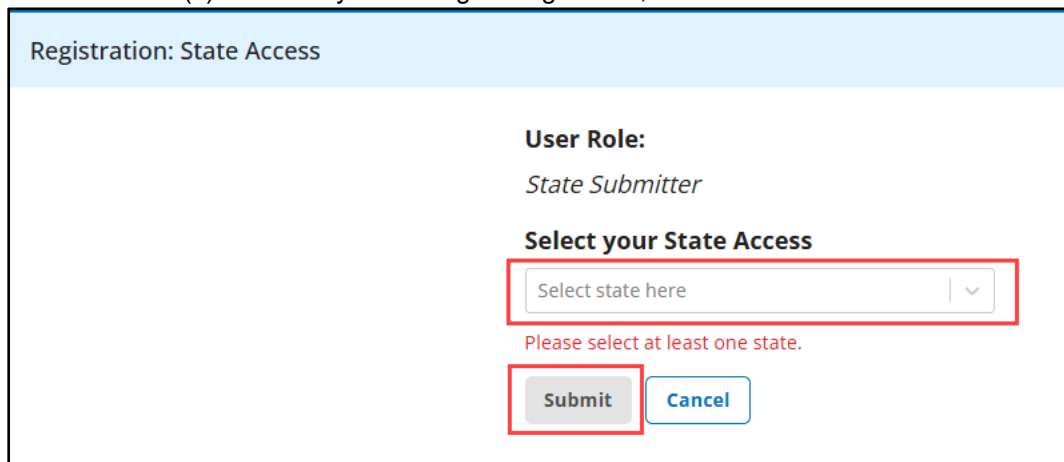


Figure 4: Registration: State Access page

5. A confirmation message will be shown once the role request has been submitted. Users will receive an email confirming the pending role request and another email once the request is approved or denied.

**NOTE:** State Submitter role requests are routed to the users in your state who hold the State System Administrator role, while State System Administrator role requests are routed to designated CMS users for approval.

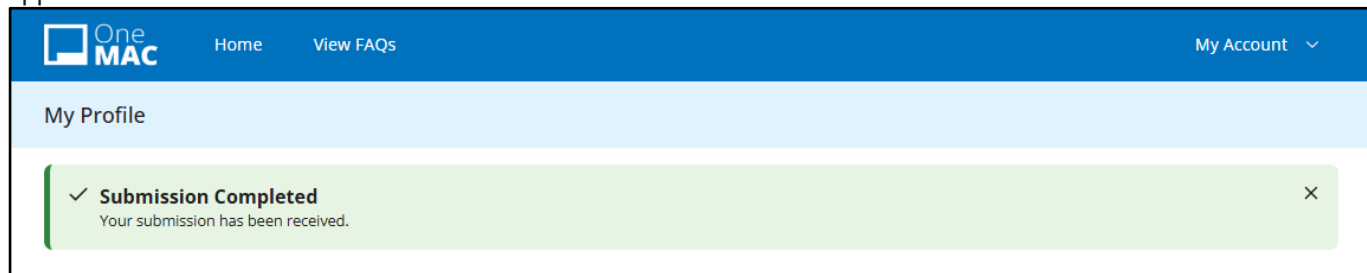


Figure 5: Role request confirmation message

## Requesting a Role Change

This section provides instructions on how users can modify their current roles.

1. Log in to OneMAC with your IDM credentials and select **My Account**.



Figure 6: My Account selection

2. Select **Request a Role Change**.

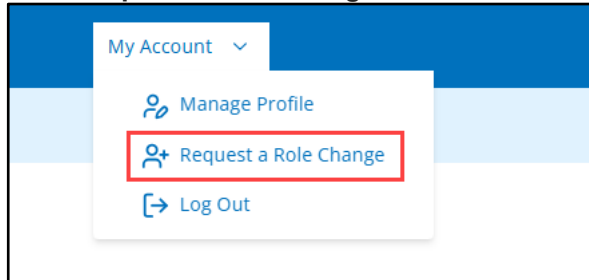


Figure 7: Request a Role Change selection

3. Select the role for which you are changing to. If you currently hold the State Submitter role, you have the ability to request a switch to the State System Administrator role. If you currently hold the State System Administrator role, you have the ability to request a switch to the State Submitter role.

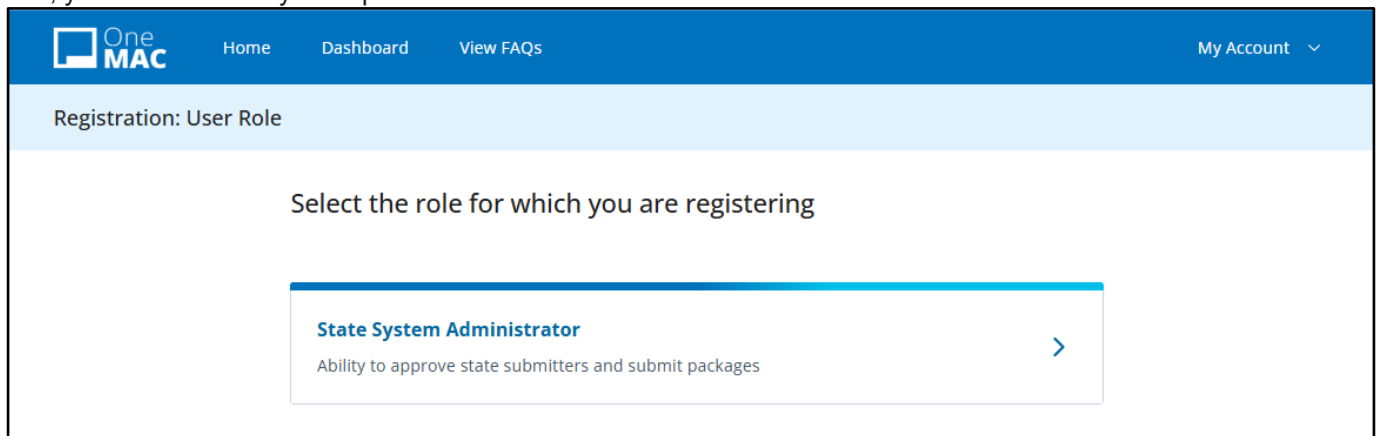


Figure 8: Registration: User Role page

4. In the dropdown box, select the relevant state(s). Then, select **Submit**.

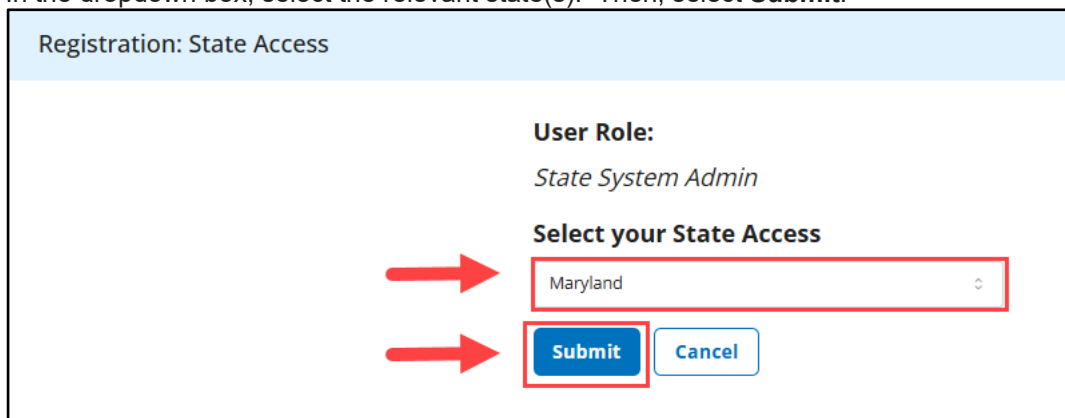


Figure 9: Registration: State Access page

5. A confirmation message will be shown once the role change request has been submitted. **NOTE:** Once a role change request is submitted, no further changes can be requested until the pending request is approved or denied.

Users will receive an email confirming the pending role request and another email once the request is approved or denied. While waiting for the role change request to be approved or denied, users will still maintain their current role.

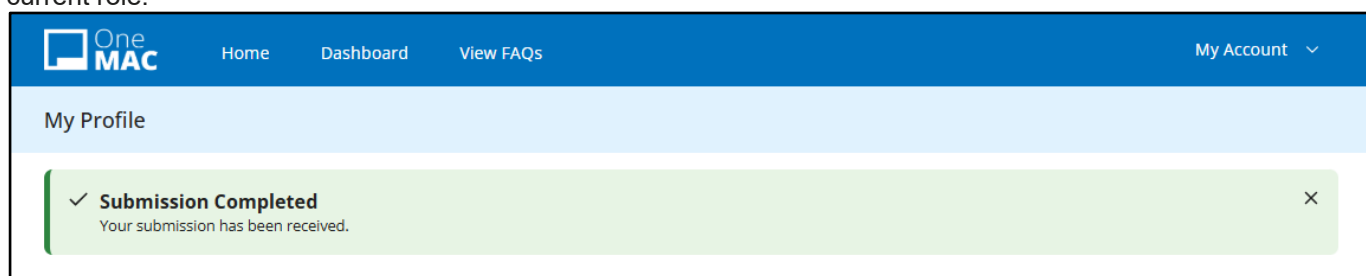


Figure 10: Submission Completed confirmation message

## State System Administrator Users: Managing Role Requests

This section provides instructions for State System Administrator users to approve or deny role requests and role change requests.

### Approving or Denying a Role Request

1. When there is a new State Submitter role request for your state awaiting approval, eligible State System Administrators will receive an email notification.
2. Log in to OneMAC with your IDM credentials and select **User Management**.

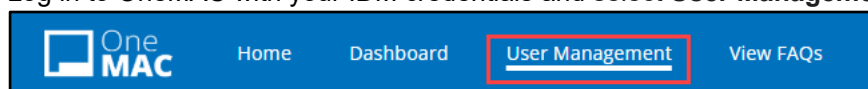


Figure 11: User Management tab

3. A list of pending State Submitter role requests that are in your queue will be shown at the top of the User Management page. To act upon a role request, select the three dot icon in the Actions column.


Actions	Name	Status	Last Modified	Modified By
	VASate User	<span>Pending</span>	Wed, May 28 2025, 12:25:34 PM EDT	VASate User

Figure 12: Three dot icon in Actions column

4. From the drop-down list, you can select Grant Access or Deny Access.


Actions	Name	Status
	VASate User	<span>Pending</span>
<div><a href="#">Grant Access</a></div> <div><a href="#">Deny Access</a></div>	Jane Doe	<span>Granted</span>

Figure 13: Grant Access and Deny Access actions

5. A confirmation message will appear asking if you want to modify the user's access. Select **Confirm**.

Modify User's Access?

This will grant VASate User's request for access to OneMac.

Confirm

Cancel

Figure 14: Modify User's Access confirmation message

## OneMAC User Profile

This section details how to view and manage your OneMAC User Profile.

You can view your OneMAC User Profile by clicking the **My Account** dropdown and selecting **Manage Profile**.

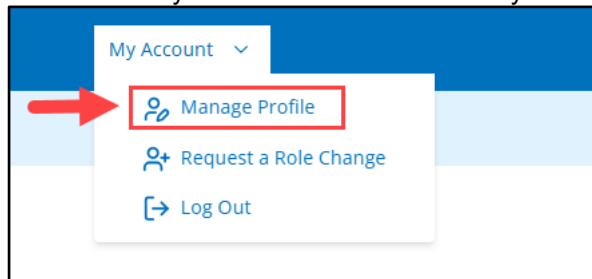


Figure 15: Manage Profile selection



On this page, basic information including Full Name, Role, and Email is shown.

**NOTE:** This page contains profile information, but the information cannot be changed in OneMAC. Email addresses can be changed directly in the IDM system, and instructions to do so can be found in the [IDM System Instructions for OneMAC System Users](#)

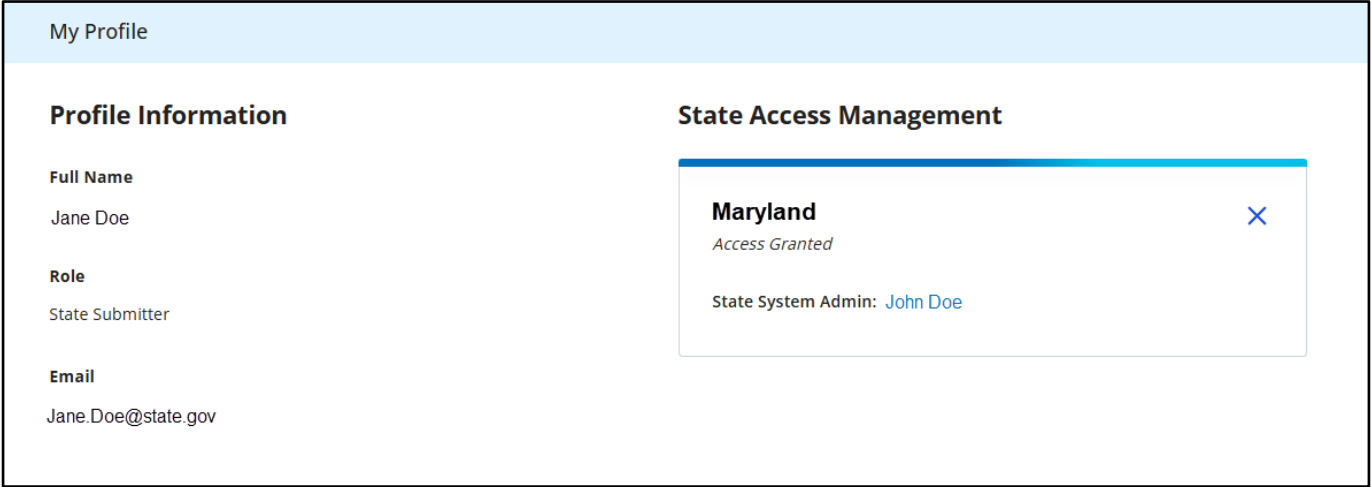


Figure 16: My Profile page

Your profile also includes information about which state(s) you have access to. The state will be listed along with the status of your access and your role approver. The name of your role approver is a hyperlink to the approver's email address.

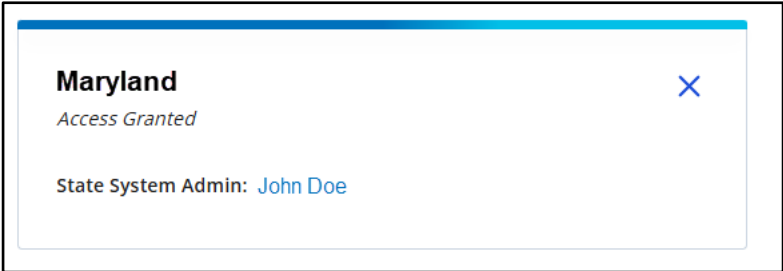


Figure 17: State access section

If you hold the role of State Submitter and need access to an additional state, you can click the **Add State** button and select the state(s) that you wish to add. Once submitted, your request(s) will be routed to the appropriate State System Administrator(s) for approval.

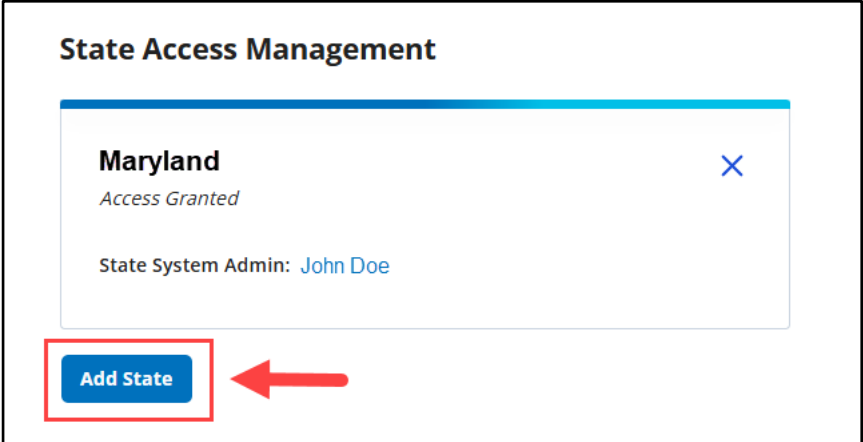


Figure 18: Add State button

If you hold the role of State Submitter and you need to remove access to a state, you can select the **X** in the appropriate state box.

**NOTE:** Taking this action will immediately remove your State Submitter role for the state selected.

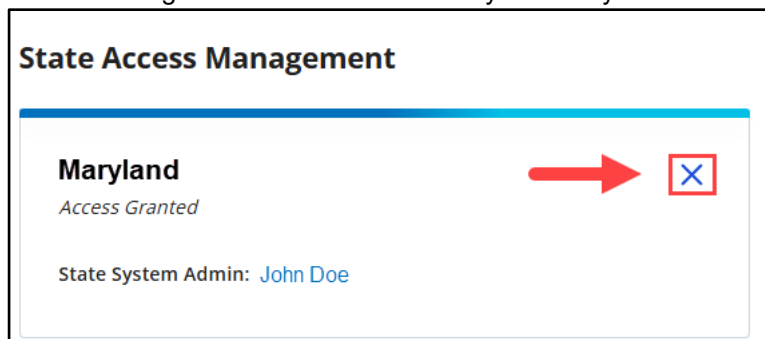


Figure 19: X button in State Access Management section

## Important Terms

Term	Definition
Submission	Originally submitted State Plan Amendment (SPA) or 1915(b) Waiver action (1915(b) initial Waiver, amendment, or renewal Waiver), 1915(c) Appendix K amendment, or temporary extension request for either a 1915(b) or 1915(c) Waiver.
Submission Package	Includes the initial submission, subsequent documentation, and corresponding RAI information, if applicable
Package Status	The current status that applies to a submission package

## Navigating the OneMAC Dashboard

Upon logging in to OneMAC, you land on the Dashboard. The following navigation options are available to view SPA or waiver submissions.

- SPAs and waivers are displayed separately on the Dashboard. The view can be switched by selecting the appropriate **SPAs** or **Waivers** tab.

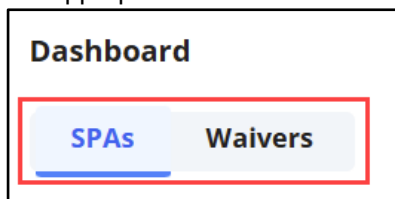


Figure 20: SPAs and Waivers tabs

- You can search by Package ID, CPOC Name, or Submitter Name. As you type in the search text box, the list of submissions will narrow to those that match.

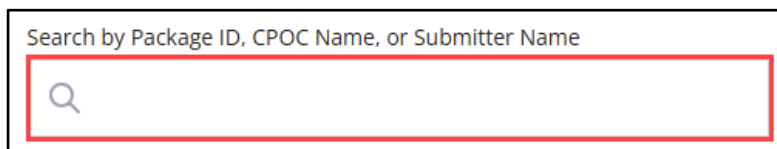


Figure 21: Search by Package ID, CPOC Name, or Submitter Name text box

- You can customize your view of the Dashboard by selecting **Columns**. A drop-down list appears, and you can select or deselect the eye icon next to columns to add or remove from the Dashboard view.

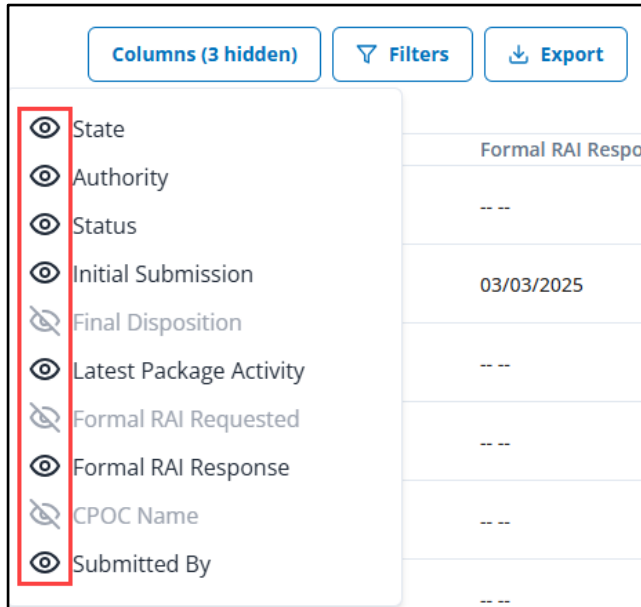


Figure 22: Columns drop-down list

- Options to filter the Dashboard are available by selecting **Filters**. The filters display on the right-hand side of the Dashboard and include State, Authority, Status, RAI Withdraw Enabled, Initial Submission, Final Disposition, Latest Package Activity, Formal RAI Response, and CPOC Name. As filters are selected, the Dashboard will automatically update to show the submissions that match the filter criteria. Filters can be removed either individually or for an entire filter section. If you need to reset all of the filters, you can select **Reset**.

**NOTE:** State users will only be able to view submissions for states to which the user has access.

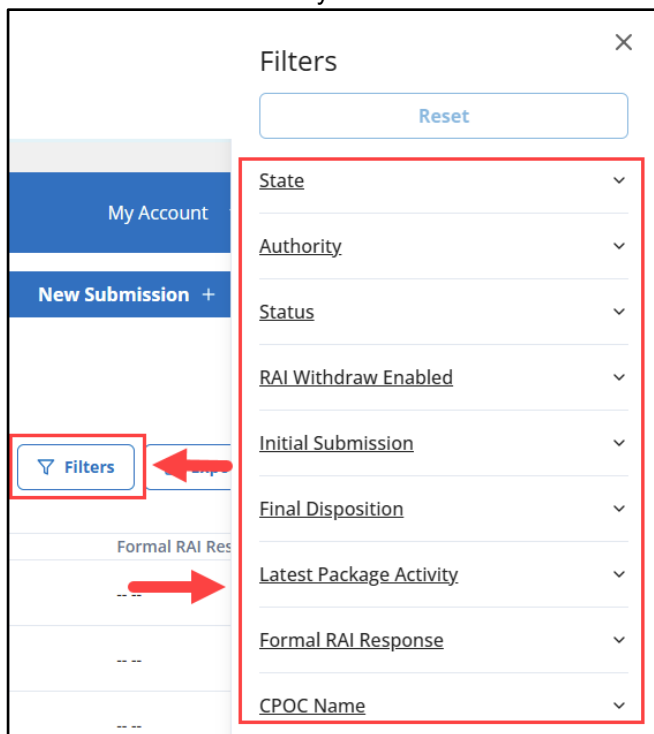


Figure 23: Filter options

A vertical list of status filters. At the top are two buttons: 'Select All' (blue) and 'Clear' (white). Below are eight checkboxes with corresponding labels: 'Approved' (checked), 'Disapproved', 'Formal RAI Response - Withdrawal Requested', 'Package Withdrawn', 'RAI Issued' (checked), 'Submitted', 'Under Review', and 'Withdrawal Requested'.

Figure 24: Status filter with checkboxes

- You can export a copy of the filtered dashboard to an Excel file by selecting **Export**.

**NOTE:** Exporting is limited to 10,000 records. You will receive a warning message if you try to export more than this amount indicating that the export will only include the first 10,000 records. You can filter the Dashboard so that the record count is under this limit.

A horizontal row of three buttons: 'Columns (4 hidden)' (blue), 'Filters' (white with a funnel icon), and 'Export' (white with a download icon). The 'Export' button is highlighted with a red rectangular border.

Figure 25: Export button

- The Dashboard is paginated with a default number of records per page. At the bottom of the Dashboard, there are navigation buttons that allow you to move to different pages and a records per page dropdown that allows you to change the number of records per page.

A horizontal row of pagination buttons: '<', '1' (highlighted in blue), '2', '3', '4', '5', '...', '29', and '>'.

Figure 26: Page navigation buttons

A dropdown menu for 'Records per page'. The text 'Records per page:' is followed by a dropdown showing '25' and a '1 - 25 of 710 records' status. The dropdown menu is open, showing options: '25', '50', and '100'.

Figure 27: Records per page dropdown

## Viewing the Submission Package

To access an entire submission package, which includes the original submission, subsequent documentation, and corresponding RAI information, select the **link to the SPA ID or Waiver Number** from the Dashboard.

Actions	SPA ID	State	Authority	Status	Initial Submission ↓	Latest Package Activity	Formal RAI Response	Submitted By
⋮	<b>SS-22-1228</b>	SS	Medicaid SPA	RAI Issued	02/18/2025	02/18/2025	-- --	George Harrison

Figure 28: Link to Submission Package

At the top of the page, the Status and Package Actions are displayed. A list of package statuses and descriptions can be found in the [Appendix](#) section of this document. Additional information about the different Package Actions available in OneMAC can be found in the [Package Actions](#) section of this document. Additionally, on the left-hand side are links that will scroll the page down to that section of the submission package when selected, as well as a navigation link back to the Dashboard.

<a href="#">Dashboard</a> > SS-22-1228	<div>Status</div> <div><b>RAI Issued</b></div>	<div>Package Actions</div> <div><a href="#">Respond to Formal RAI</a></div> <div><a href="#">Withdraw Package</a></div>
<a href="#">Package Details</a>		
<a href="#">Package Activity</a>		
<a href="#">Administrative Package Changes</a>		

Figure 29: Submission Package Status and Package Actions

The Package Details section provides the Submission ID, Authority, State, Proposed Effective Date, Initial Submission Date, Latest Package Activity, Formal RAI Response Date, Final Disposition Date, Approved Effective Date, Submitted By, and CPOC.

Medicaid SPA Package Details	
<b>Submission ID</b>	<b>Authority</b>
SS-22-1228	Medicaid SPA
<b>State</b>	<b>Proposed Effective Date</b>
SS	March 10, 2025
<b>Initial Submission Date</b>	<b>Latest Package Activity</b>
Tue, Apr 1 2025, 05:25:55 PM EDT	Tue, Apr 1 2025, 05:25:55 PM EDT
<b>Formal RAI Response Date</b>	<b>Final Disposition Date</b>
-- --	-- --
<b>Approved Effective Date</b>	
-- --	
<b>Submitted By</b>	<b>CPOC</b>
John Doe	Jane Doe

Figure 30: Package Details

The Package Activity section contains all of the actions taken on the submission package. Individual attachments can be opened and downloaded by selecting the hyperlink in the Attached File column. All attachments pertaining to a specific package action can be downloaded by selecting the corresponding **Download section attachments** button below the last attached file. The attachments for the entire submission package can be downloaded by selecting the **Download all attachments** button located at the top right of the Package Activity section.

**NOTE:** Documents in the Initial Package section reflect only the documents that were attached to the initial submission. Please refer to your CMS Point of Contact for the approved documents.

Package Activity (1)

Download all attachments

Initial Package Submitted By John Doe - Mon, Mar 31 2025, 05:35:50 AM EDT

Attachments

Document Type	Attached File
CMS-179 Form	<a href="#">file.xlsx</a>
SPA Pages	<a href="#">file.pdf</a>

Download section attachments

Additional Information

Example information.

Figure 31: Package Activity section of Submission Package

### Submitting a Medicaid/CHIP SPA or Waiver Action

1. In OneMAC, from the Dashboard select the **New Submission** button.

OneMAC

[Home](#)[Dashboard](#)[FAQ](#)[Webforms](#)

My Account

Dashboard

New Submission +

Figure 32: New Submission button

2. Choose the **submission type**.

Select a Submission Type.

**State Plan Amendment (SPA)**  
Submit a new Medicaid or CHIP State Plan Amendment

>

**Waiver Action**  
Submit Waivers, Amendments, Renewals, and Temporary Extensions

>

Figure 33: Submission Type options

- a. For a State Plan Amendment (SPA), you must first select the **SPA type**. SPA types available are Medicaid SPA and CHIP SPA.

Select a SPA type to start your submission

**Medicaid SPA**  
Submit a new Medicaid State Plan Amendment

>

**CHIP SPA**  
Submit a new CHIP State Plan Amendment

>

Figure 34: SPA type options

- i. Selecting the Medicaid SPA type will bring up dynamic options for Medicaid Eligibility, Enrollment, Administration, and Health Homes, Medicaid Alternative Benefits Plans (ABP), and Medicaid Premiums and Cost Sharing, and All Other Medicaid SPA Submissions.

**NOTE:** Selecting certain Medicaid SPA types will redirect you to the MACPro system or the MMDL submission system.

### Select a Medicaid SPA type to create your submission

**Medicaid Eligibility, Enrollment, Administration, and Health Homes**  
Redirects to the MACPro System

**Medicaid Alternative Benefits Plans (ABP), and Medicaid Premiums and Cost Sharing**  
Redirects to MMDL submission system

**All Other Medicaid SPA Submissions**  
Create a new Medicaid State Plan Amendment

Figure 35: Medicaid SPA type options

- ii. Selecting the CHIP SPA type will bring up dynamic options for CHIP Eligibility and All Other CHIP SPA Submissions.

**NOTE:** Selecting the CHIP Eligibility CHIP SPA type will redirect you to the MMDL submission system.

### Select a CHIP SPA type to create your submission

**CHIP Eligibility**  
Redirects to MMDL submission system

**All Other CHIP SPA Submissions**  
Create a new CHIP State Plan Amendment

Figure 36: CHIP SPA type options



- b. For a Waiver Action, you must first select the waiver type. Waiver types available are Request Temporary Extension, 1915(b) Waiver Actions, and 1915(c) Appendix K Amendment.

Select a Waiver type to start your submission.

**Request Temporary Extension**  
Submit for 1915(b) or 1915(c)

**1915(b) Waiver Actions**  
Submit 1915(b) Waivers, Amendments, and Renewals

**1915(c) Appendix K Amendment**  
Create a 1915(c) Appendix K Amendment

Figure 37: Waiver type options

- i. Selecting the 1915(b) Waiver Actions type will bring up dynamic options for 1915(b)(4) FFS Selective Contracting Waivers and 1915(b) Comprehensive (Capitated) Waiver Authority.

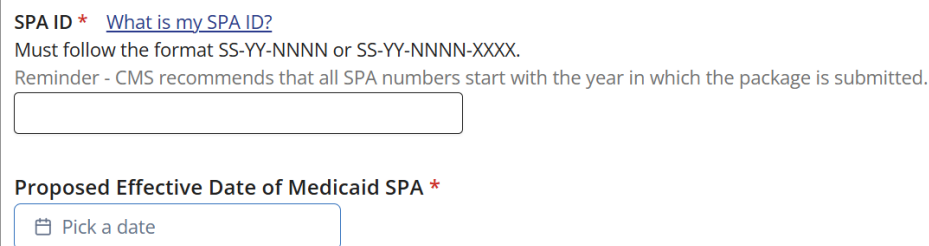
Select a 1915(b) Waiver type for your submission.

**1915(b)(4) FFS Selective Contracting Waivers**  
Submit 1915(b)(4) FFS Selective Contracting Waivers, Amendments, and Renewals

**1915(b) Comprehensive (Capitated) Waiver Authority**  
Submit 1915(b) Comprehensive (Capitated) Waivers, Amendments and Renewals  
***Not applicable for 1915(b)(4) FFS Selective Contracting Waiver actions***

Figure 38: 1915(b) Waiver type options

3. Enter the **SPA or Waiver Details fields**. Required fields are noted with an asterisk. Additional information on how to format SPA IDs and Waiver IDs can be found in the [OneMAC Frequently Asked Questions](#).



SPA ID \* [What is my SPA ID?](#)  
Must follow the format SS-YY-NNNN or SS-YY-NNNN-XXXX.  
Reminder - CMS recommends that all SPA numbers start with the year in which the package is submitted.

Proposed Effective Date of Medicaid SPA \*

Figure 39: Example of SPA Details fields

4. Include attachments by dragging a file or selecting **choose from folder** for the appropriate attachment type. Required attachments are noted with an asterisk. Attachment names and definitions can be found in the [OneMAC Frequently Asked Questions](#).

## Attachments

Maximum file size of 80 MB per attachment. **You can add multiple files per attachment type except for the CMS Form 179.** Read the description for each of the attachment types on the [FAQ Page](#).

We accept the following file formats: **.doc, .docx, .pdf, .jpg, .xlsx, and more.** [See the full list.](#)

### CMS Form 179 \*

One attachment is required

Drag file here or [choose from folder](#)

### SPA Pages \*

At least one attachment is required

Drag file here or [choose from folder](#)

### Cover Letter

Drag file here or [choose from folder](#)

### Document Demonstrating Good-Faith Tribal Engagement

Drag file here or [choose from folder](#)

Figure 40: Attachments section for submission

5. Use the Additional Information field to type in any notes for CMS.

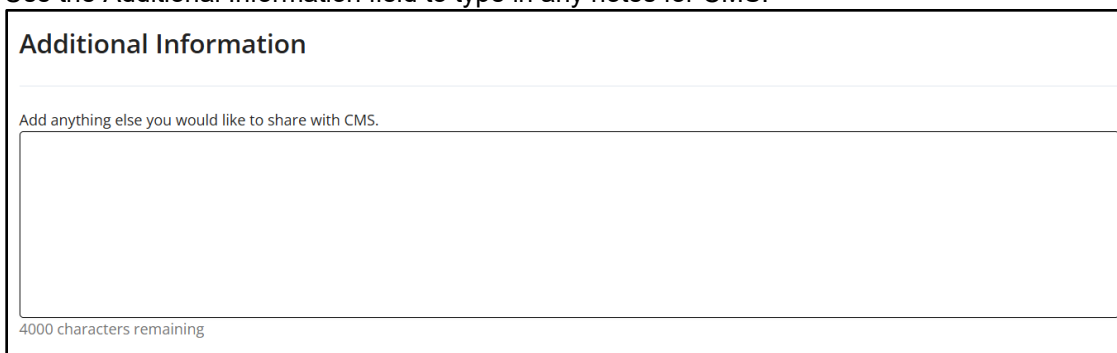


Figure 41: Additional Information field

6. Check your entries, as you cannot edit the submission after you select **Submit**. After you have ensured the accuracy of your submission, select **Submit**.

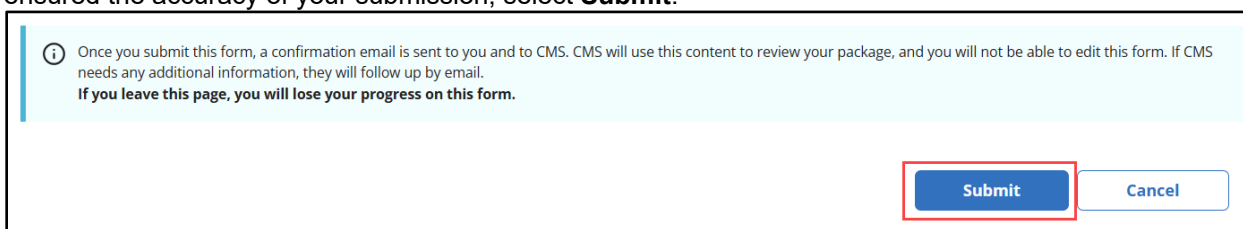


Figure 42: Submit button

7. You will receive an email confirming that the submission was successful, marking the start of the 90-day review clock. CMS will contact you if more information is needed.

## Editing a Submission

Currently, OneMAC users cannot modify previously submitted information within a submission. However, users can provide new or updated attachments for a submission. Please refer to the [Upload Subsequent Documents Package Action](#) section for steps on how to do so.

## Package Actions

Package Actions are links that you can select to take action on the specific submission package. The Status of a submission package determines what Package Actions are available, and only actions that are currently available will appear for a Submission Package.

### Upload Subsequent Documents

States can upload revised or additional documentation for a SPA or waiver submission in the **Under Review** status.

1. To upload subsequent documents, select the appropriate view from the Dashboard —**SPAs or Waivers**. Locate the SPA ID or Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.

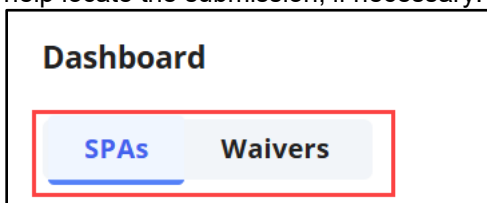


Figure 43: SPAs and Waivers tabs on Dashboard

2. There are two methods you can use to upload subsequent documents:

- a. Select the **link to the SPA ID or Waiver Number**. Then, under Package Actions, select the **Upload Subsequent Documents link**.

Actions	SPA ID	State	Authority	Status	Initial Submission ↓	Formal RAI Response	Submitted By
	<a href="#">SS-22-1228</a>	SS	Medicaid SPA	Under Review	02/18/2025	-- --	

Figure 44: Link to Submission Package

[Dashboard](#) > [SS-22-1228](#)  
[Package Details](#)  
[Package Activity](#)  
[Administrative Package Changes](#)

Status

Under Review

Package Actions

[Upload Subsequent Documents](#)  
[Withdraw Package](#)

Figure 45: Upload Subsequent Documents link

- b. Alternatively, the Upload Subsequent Documents page can be accessed by selecting the **three dots icon** in the Actions column on the Dashboard. Then, selecting **Upload Subsequent Documents** from the drop-down list.


Actions	SPA ID	State	Authority	Status	Initial Submission ↓	Formal RAI Response	Submitted By
	<a href="#">SS-22-1228</a>	SS	Medicaid SPA	Under Review	02/18/2025	-- --	

Figure 46: Three dot icon in Actions column





Actions	SPA ID	State	Authority	Status	Initial Submission ↓	Formal RAI Response	Submitted By
	<a href="#">SS-22-1228</a>	SS	CHIP SPA	Under Review	02/18/2025	02/21/2025	
<a href="#">Upload Subsequent Documents</a>		SS	Medicaid SPA	Under Review	02/18/2025	-- --	
<a href="#">Withdraw Package</a>		SS	CHIP SPA	Under Review · Withdraw Formal RAI Response - Enabled	02/18/2025	02/21/2025	

Figure 47: Upload Subsequent Documents link in Actions column drop-down list

3. On the Subsequent Documentation Details page, upload any additional documents and fill out the **Reason for Subsequent Documents** section explaining why additional documents are being submitted. At least one attachment is required to submit.

Subsequent Medicaid SPA Documents \*

Maximum file size of 80 MB per attachment. **You can add multiple files per attachment type.** Read the description for each of the attachment types on the [FAQ Page](#).

We accept the following file formats: .doc, .docx, .pdf, .jpg, .xlsx, and more. [See the full list](#).

At least one attachment is required to submit.

CMS Form 179

Drag file here or [choose from folder](#)

SPA Pages

Drag file here or [choose from folder](#)

Cover Letter

Drag file here or [choose from folder](#)

Figure 48: Subsequent Medicaid SPA Documents section

**Reason for subsequent documents \***

Explain why additional documents are being submitted.

4000 characters remaining

Figure 49: Reason for subsequent documents text box

4. Select **Submit**.

*i* Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email.  
If you leave this page, you will lose your progress on this form.

**Submit** **Cancel**

Figure 50: Submit button

5. You will receive a confirmation message indicating that these documents will be added to the package and reviewed by CMS. Select **Yes, Submit**.

**Submit additional documents?**

These documents will be added to the package and reviewed by CMS.

**Yes, Submit** **Cancel**

Figure 51: Confirmation message and Yes, Submit button

6. A green banner will be shown indicating that the documents have been submitted and CMS reviewers will follow up by email if additional information is needed.

✓ **Documents submitted**  
CMS reviewers will follow up by email if additional information is needed.

Figure 52: Documents submitted banner

## Respond to RAI

A Request for Additional Information (RAI), which stops the 90-day clock, is a formal request for additional information from CMS. When necessary, states will receive an RAI letter via email from CMS. The state will respond to the RAI through OneMAC. Packages pending an official RAI response from the state will have a Status of **RAI Issued**.

1. To respond to an RAI, select the appropriate view from the Dashboard —**SPAs or Waivers**. Locate the SPA ID or Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.

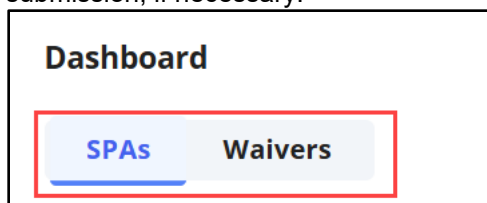


Figure 53: SPAs and Waivers tabs on Dashboard

2. There are two methods you can use to respond to the RAI:
  - a. Select the **link to the SPA ID or Waiver Number**. Packages which are in need of an RAI response from the state will have a Status of **RAI Issued**. Then, under Package Actions, select the **Respond to Formal RAI link**.

Actions	SPA ID	State	Authority	Status	Initial Submission ↓	Latest Package Activity	Formal RAI Response	Submitted By
⋮	<a href="#">SS-22-1228</a>	SS	Medicaid SPA	RAI Issued	02/18/2025	02/18/2025	-- --	George Harrison

Figure 54: Link to Submission Package

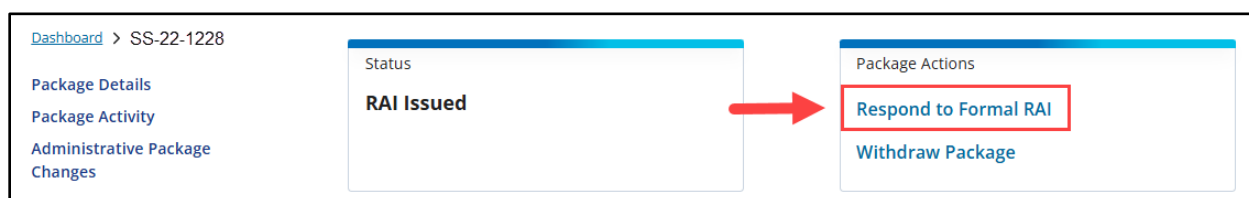


Figure 55: Respond to Formal RAI link

- b. Alternatively, the Respond to Formal RAI page can be accessed by selecting the **three dots icon** in the Actions column on the Dashboard. Then, selecting **Respond to Formal RAI** from the drop-down list.

Actions	SPA ID	State	Authority	Status	Initial Submission ↓	Latest Package Activity	Formal RAI Response	Submitted By
⋮	<a href="#">SS-22-1228</a>	SS	Medicaid SPA	RAI Issued	02/18/2025	02/18/2025	-- --	George Harrison

Figure 56: Three dot icon in Actions column

Actions	SPA ID	State	Authority	Status	Initial Submission ↓
⋮	<a href="#">SS-22-1228</a>	SS	CHIP SPA	RAI Issued	02/18/2025
⋮		SS	Medicaid SPA	RAI Issued	02/18/2025
⋮		SS	CHIP SPA	RAI Issued	02/10/2025

Figure 57: Respond to Formal RAI link in Actions column drop-down list

3. Include attachments by selecting **Add File** for the appropriate attachment. Required attachments are noted with an asterisk.

**Medicaid SPA Formal RAI Response Details**

---

\* Indicates a required field.

Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email.  
**If you leave this page, you will lose your progress on this form.**

**Package ID**  
SS-22-1228

**Authority**  
Medicaid SPA

---

**Attachments**

---

Maximum file size of 80 MB per attachment. **You can add multiple files per attachment type.** Read the description for each of the attachment types on the [FAQ Page](#).

We accept the following file formats: **.doc, .docx, .pdf, .jpg, .xlsx, and more.** [See the full list.](#)

**RAI Response Letter \***  
At least one attachment is required

Drag file here or [choose from folder](#)

**Other**

Drag file here or [choose from folder](#)

---

**Additional Information**

Figure 58: Attachments section on the Medicaid SPA Formal RAI Response Details page

4. Use the Additional Information field to type in any notes for CMS.

**Additional Information**

---


Add anything else you would like to share with CMS.

4000 characters remaining

Figure 59: Additional Information text box

- Check your entries, as you cannot edit the submission after you select **Submit**. Select **Submit**.

① Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email.  
 If you leave this page, you will lose your progress on this form.



Submit

Cancel

Figure 60: Submit button

- You will receive an email confirming that the submission was successful.

## Withdraw Formal RAI Response

State users can withdraw a Formal RAI Response in OneMAC. If it is necessary to withdraw a Formal RAI Response while the SPA or waiver submission is on the clock, the state must first contact your CMS Point of Contact so that the package action can be enabled.

- After confirming that the Withdraw Formal RAI Response feature has been enabled, select the appropriate view from the Dashboard —**SPAs or Waivers**. Locate the SPA ID or Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.

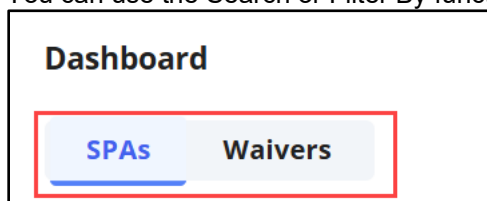


Figure 61: SPAs and Waivers tabs on the Dashboard

- There are two methods you can use to withdraw a Formal RAI Response in OneMAC:
  - You can select the **link to the SPA ID or Waiver Number**. Then, under Package Actions, select the **Withdraw Formal RAI Response** link.

Actions	SPA ID	State	Authority	Status	Initial Submission	Latest Package Activity	Formal RAI Response	Submitted By
⋮	SS-22-1228	SS	Medicaid SPA	Under Review · Withdraw Formal RAI Response - Enabled	02/18/2025	02/18/2025	02/20/2025	George Herbert

Figure 62: Link to Submission Package

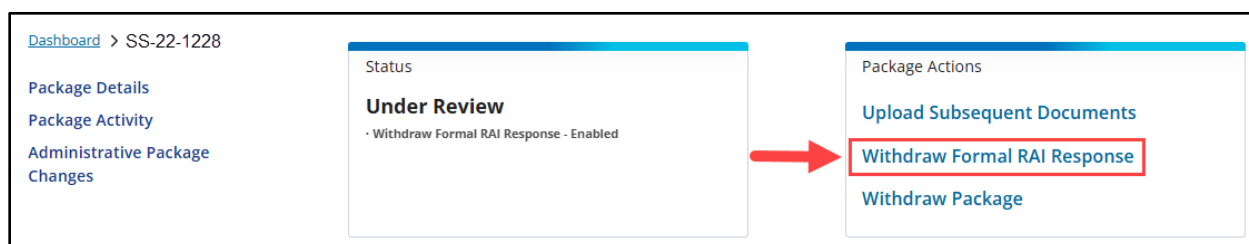


Figure 63: Withdraw Formal RAI Response link



- b. Alternatively, you can access the Withdraw Formal RAI Response package action by selecting the **three dots icon** in the Actions column on the Dashboard. Then select **Withdraw Formal RAI Response** from the drop-down list.

Actions	SPA ID	State	Authority	Status	Initial Submission
⋮	SS-22-1228	SS	CHIP SPA	Under Review · Withdraw Formal RAI Response - Enabled	02/18/2025
Upload Subsequent Documents <b>Withdraw Formal RAI Response</b> Withdraw Package		SS	Medicaid SPA	Under Review · Withdraw Formal RAI Response - Enabled	02/18/2025
		SS	Medicaid SPA	Under Review · Withdraw Formal RAI Response - Enabled	02/03/2025

Figure 64: Withdraw Formal RAI Response link in Actions column drop-down list

3. On the Formal RAI Response Withdraw Details page, upload any supporting documentation and fill out the Additional Information section explaining your need to withdraw the Formal RAI Response (all required information is marked with an asterisk).

### Attachments

Maximum file size of 80 MB per attachment. **You can add multiple files per attachment type.** Read the description for each of the attachment types on the [FAQ Page](#).

We accept the following file formats: .doc, .docx, .pdf, .jpg, .xlsx, and more. [See the full list](#).

**Supporting Documentation**

Drag file here or [choose from folder](#)

### Additional Information \*

Explain your need for withdrawal.

4000 characters remaining

Figure 65: Upload Supporting Documentation section of the Withdraw Formal RAI Response Details page

4. Select **Submit**.

ⓘ Once complete, you and CMS will receive an email confirmation.  
 If you leave this page, you will lose your progress on this form.

→

Submit

Cancel

Figure 66: Submit button

5. You will receive a confirmation message asking if you are sure that you want to withdraw the Formal RAI Response. Select **Yes, withdraw response**.

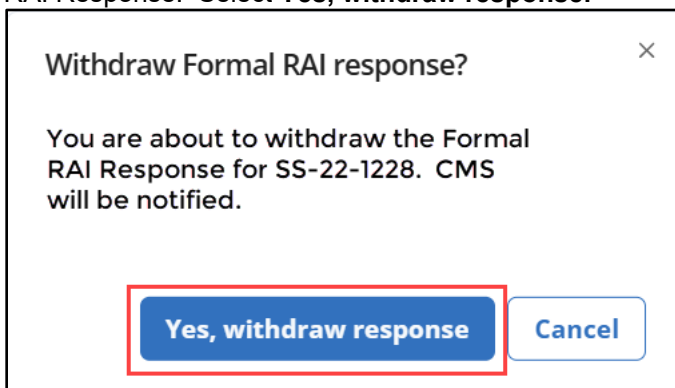


Figure 67: Yes, withdraw response button on the Withdraw Formal RAI Response confirmation message

6. The status of the SPA or waiver submission package will then change to Formal RAI Response Withdraw Requested. Taking this action also updates the package activity on the Package Details page with an entry for the withdrawal request.

**NOTE:** After the state requests the withdrawal of the Formal RAI Response, an email notification will be sent indicating that the action was taken. Once CMS acknowledges the withdrawal, the package will be reflected as RAI Issued and your state will be able to submit a new Formal RAI Response when ready.

## Withdraw Package

A state can withdraw an entire submission package if it is in the Under Review or RAI Issued status. However, please note that once withdrawn, a submission package cannot be resubmitted to CMS.

1. In OneMAC, select the appropriate view from the Dashboard —**SPAs or Waivers**. Locate the SPA ID or Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.



Figure 68: SPAs and Waivers tabs on the Dashboard

2. There are two methods you can use to withdraw a submission package:

- a. Select the **link to the SPA ID or Waiver Number**. Then, under Package Actions, select the **Withdraw Package link**.

Actions	SPA ID	State	Authority	Status	Initial Submission ↓	Latest Package Activity	Formal RAI Response	Submitted By
⋮	<b>SS-22-1228</b>	SS	Medicaid SPA	RAI Issued	02/18/2025	02/18/2025	-- --	George Harrison

Figure 69: Link to Submission Package

[Dashboard](#) > [SS-22-1228](#)

[Package Details](#)  
[Package Activity](#)  
[Administrative Package Changes](#)

Status

RAI Issued

Package Actions

[Respond to Formal RAI](#)  
[Withdraw Package](#)

Figure 70: Withdraw Package link

- b. Alternatively, the Withdraw Package action can be accessed by selecting the **three dots icon** in the Actions column on the Dashboard. Then, select **Withdraw Package** from the drop-down list.

Actions	SPA ID	State	Authority	Status	Initial Submission ↓	Latest Package Activity	Formal RAI Response	Submitted By
⋮	<a href="#">SS-22-1228</a>	SS	Medicaid SPA	RAI Issued	02/18/2025	02/18/2025	-- --	George Harrison

Figure 71: Three dots icon in the Actions column

Actions	SPA ID	State	Authority
⋮	<a href="#">SS-22-1228</a>	SS	CHIP SPA
⋮		SS	Medicaid SPA
⋮		SS	CHIP SPA

Respond to Formal RAI

**Withdraw Package**

Figure 72: Withdraw Package link in Actions column drop-down list

3. On the Withdraw page, upload your supporting documentation for withdrawal or explain your need for withdrawal in the Additional Information section.

**NOTE:** For CHIP SPAs, official withdrawal letters are required and must be on state letterhead signed by the State Medicaid Director or CHIP Director.

**Withdraw Medicaid SPA**

\* Indicates a required field.

Complete this form to withdraw a package. Once complete, you will not be able to resubmit this package. CMS will be notified and will use this content to review your request. If CMS needs any additional information, they will follow up by email.  
**If you leave this page, you will lose your progress on this form.**

**Package ID**  
SS-22-1228

**Authority**  
Medicaid SPA

**Attachments**

Upload your supporting documentation for withdrawal or explain your need for withdrawal in the Additional Information section.

Maximum file size of 80 MB per attachment. **You can add multiple files per attachment type.** Read the description for each of the attachment types on the [FAQ Page](#).

We accept the following file formats: .doc, .docx, .pdf, .jpg, .xlsx, and more. [See the full list](#).

**Supporting Documentation**

Drag file here or [choose from folder](#)

Figure 731: Attachments section

4. A warning message will appear letting you know that if the package is withdrawn, the package cannot be resubmitted. If you are certain that you wish to withdraw the submission, select **Yes, withdraw package** to complete the task.

**Withdraw package?** X

You are about to withdraw Medicaid SPA SS-22-1228. Completing this action will conclude the review of this Medicaid SPA package. If you are not sure this is the correct action to select, contact your CMS point of contact for assistance.

**Yes, withdraw package** Cancel

Figure 742: Withdraw Package warning message and Yes, withdraw package button

5. A green banner will be shown indicating that the withdraw package request has been submitted and CMS reviewers will follow up by email if additional information is needed.



Figure 75: Withdraw package confirmation banner

## Request Temporary Extension

For initial or renewal waiver submission packages that were originally submitted in OneMAC, a state can request a temporary extension if it is in the Approved status using the instructions below. If your waiver was submitted outside of the OneMAC system, please follow the instructions outlined in the [“Submitting a Medicaid/CHIP SPA, 1915\(b\) waiver action, or 1915\(c\) waiver action”](#) section of this guide to request a Temporary Extension.

1. In OneMAC, select the **Waivers** view from the Dashboard. Locate the Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.

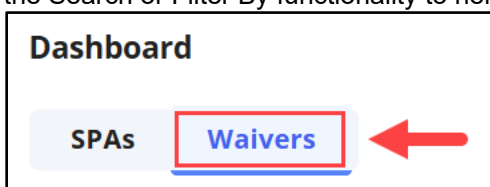


Figure 76: Waivers tab on the Dashboard

2. There are two methods you can use to request a Temporary Extension:
  - a. Select the **link to the Waiver Number**. Then, under Package Actions, select the **Request Temporary Extension link**.

Actions	Waiver Number	State	Authority	Action Type	Status	Initial Submission ↓	Latest Package Activity	Submitted By
⋮	<a href="#">SS-1111.R00.00</a>	SS	1915(b)	Initial	Approved	02/18/2025	02/18/2025	George Hadden

Figure 77: Link to Submission Package

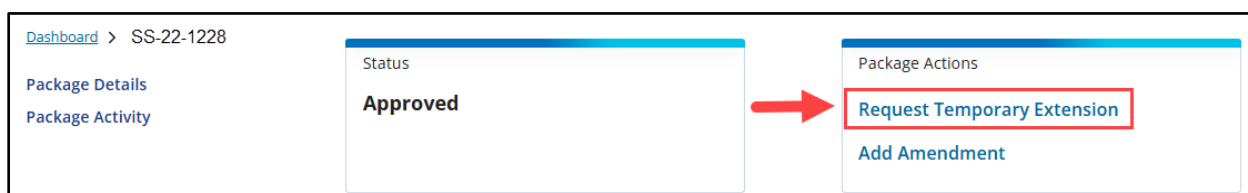


Figure 78: Request Temporary Extension link

- b. Alternatively, the Request Temporary Extension action can be accessed by selecting the **three dots icon** in the Actions column on the Dashboard. Then, select **Request Temporary Extension** from the drop-down list.



Actions	Waiver Number	State	Authority	Action Type	Status	Initial Submission ↓	Latest Package Activity	Submitted By
	SS-1111.R00.00	SS	1915(b)	Initial	Approved	02/18/2025	02/18/2025	

Figure 79: Three dots icon in the Actions column

Actions	Waiver Number	State	Authority
	SS-1111.R00.00	SS	1915(b)
<div> <a href="#">Request Temporary Extension</a> </div>			
		SS	1915(b)
		SS	1915(b)

Figure 80: Request Temporary Extension link in Actions column drop-down list

3. Fill out the fields in the Temporary Extension Request Details section.

### Temporary Extension Request Details

*\* Indicates a required field.*

Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email.  
**If you leave this page, you will lose your progress on this form.**

Temporary Extension Type  
1915(b)

Approved Initial or Renewal Waiver Number  
SS-1111.R00.00

**Temporary Extension Request Number\*** [What is my Temporary Extension Request Number?](#)  
Must use a waiver extension request number with the  
format SS-####.R##.TE## or SS-####.R##.TE##

Type  
1915(b) Initial Waiver

Figure 81: Temporary Extension Request Details section

4. Include attachments by dragging a file or selecting **choose from folder** for the appropriate attachment. The required attachment is noted with an asterisk. Use the Additional Information field to type in any notes for CMS.

The screenshot shows two main sections of a form. The top section is titled "Attachments" and contains instructions: "Maximum file size of 80 MB per attachment. You can add multiple files per attachment type. Read the description for each of the attachment types on the [FAQ Page](#)." and "We accept the following file formats: .doc, .docx, .pdf, .jpg, .xlsx, and more. [See the full list](#)." Below this is a "Waiver Extension Request \*" section with the note "At least one attachment is required" and a dashed box containing the text "Drag file here or [choose from folder](#)". Below that is an "Other" section with a similar dashed box. The bottom section is titled "Additional Information" and contains the instruction "Add anything else you would like to share with CMS." followed by a large text area. At the bottom of the text area, it says "4000 characters remaining".

Figure 82: Attachments and Additional Information sections

5. Check your entries, as you cannot edit the submission after you select **Submit**. Select **Submit**.

The screenshot shows a warning message in a light blue box: "Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email. If you leave this page, you will lose your progress on this form." Below the warning is a red arrow pointing to a blue "Submit" button, which is highlighted with a red box. To the right of the "Submit" button is a "Cancel" button.

Figure 83: Submit button

## Add Amendment

For initial or renewal 1915(b) waiver submission packages that were originally submitted in OneMAC, a state can add an amendment if it is in the Approved status. If your paper-based 1915(b) waiver was submitted outside of the OneMAC system, please follow the instructions outlined in the "[Submitting a Medicaid/CHIP SPA, 1915\(b\) waiver action, or 1915\(c\) waiver action](#)" section of this guide to add an amendment. For 1915(b) Waivers that were originally submitted in the Waiver Management System (WMS), your amendment must be submitted in WMS.

1. In OneMAC, select the **Waivers** view from the Dashboard. Locate the Waiver Number. You can use the Search or Filter By functionality to help locate the submission, if necessary.



Figure 84: Waivers tab on the Dashboard

2. There are two methods you can use to amend a 1915(b) Waiver:
  - a. Select the **link to the Waiver Number**. Then, under Package Actions, select the **Add Amendment link**.

Actions	Waiver Number	State	Authority	Action Type	Status	Initial Submission ↓	Latest Package Activity	Submitted By
⋮	<a href="#">SS-1111.R00.00</a>	SS	1915(b)	Initial	Approved	02/18/2025	02/18/2025	George Hester

Figure 85: Link to Submission Package



Figure 86: Add Amendment link

- b. Alternatively, the Add Amendment action can be accessed by selecting the **three dots icon** in the Actions column on the Dashboard. Then, select **Add Amendment** from the drop-down list.

Actions	Waiver Number	State	Authority	Action Type	Status	Initial Submission ↓	Latest Package Activity	Submitted By
⋮	<a href="#">SS-1111.R00.00</a>	SS	1915(b)	Initial	Approved	02/18/2025	02/18/2025	George Hester

Figure 87: Three dots icon in the Actions column



Figure 88: Add Amendment link in Actions column drop-down list



3. Fill out the fields in the 1915(b) Waiver Amendment Request Details section.

### 1915(b)(4) FFS Selective Contracting Waiver Amendment Details

*\* Indicates a required field.*

Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email.  
**If you leave this page, you will lose your progress on this form.**

**Waiver Authority**  
1915(b)

**Existing Waiver Number to Amend**  
GA-6794.R00.00

**1915(b) Waiver Amendment Number \*** [What is my 1915\(b\) Waiver Amendment Number?](#)  
The Waiver Number must be in the format of SS-####.R##.## or SS-#####.R##.##. For amendments, the last two digits start with '01' and ascends.

**Proposed Effective Date of 1915(b) Waiver Amendment \***

Figure 89: 1915(b)(4) FFS Selective Contracting Waiver Amendment Request Details section

4. Include attachments by dragging a file or selecting **choose from folder** for the appropriate attachment. At least one attachment is required.

### Attachments

Maximum file size of 80 MB per attachment. **You can add multiple files per attachment type.** Read the description for each of the attachment types on the [FAQ Page](#).

We accept the following file formats: .doc, .docx, .pdf, .jpg, .xlsx, and more. [See the full list](#).

**1915(b)(4) FFS Selective Contracting (Streamlined) Waiver Application Pre-print \***  
At least one attachment is required  

Drag file here or [choose from folder](#)

**Tribal Consultation**  

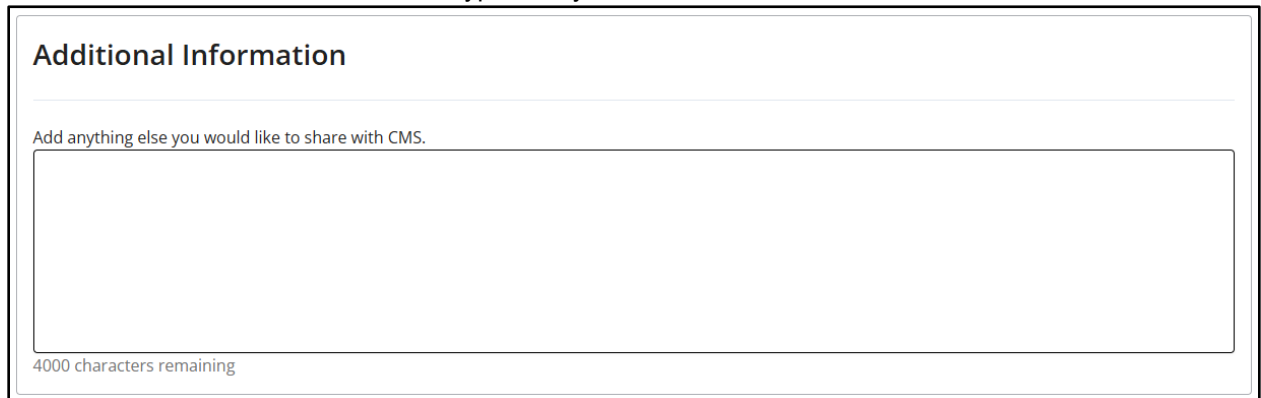
Drag file here or [choose from folder](#)

**Other**  

Drag file here or [choose from folder](#)

Figure 90: Attachments section

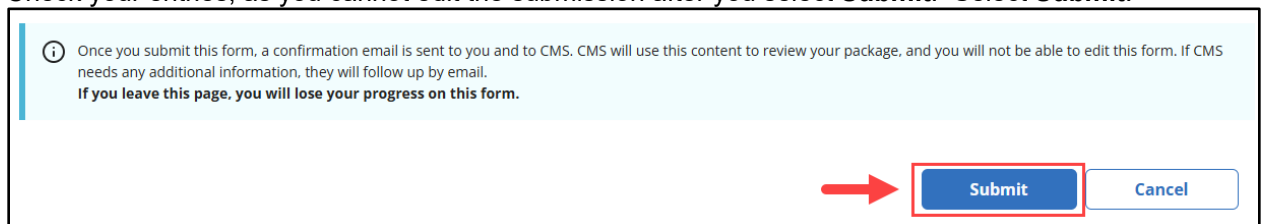
5. Use the Additional Information field to type in any notes for CMS.



The screenshot shows a form section titled "Additional Information". Below the title is a text input area with the placeholder text "Add anything else you would like to share with CMS." At the bottom left of the input area, it says "4000 characters remaining".

Figure 91: Additional Information field

6. Check your entries, as you cannot edit the submission after you select **Submit**. Select **Submit**.



The screenshot shows a light blue warning box with an information icon and the following text: "Once you submit this form, a confirmation email is sent to you and to CMS. CMS will use this content to review your package, and you will not be able to edit this form. If CMS needs any additional information, they will follow up by email. If you leave this page, you will lose your progress on this form." Below the warning box, there is a red arrow pointing to a blue "Submit" button, which is highlighted with a red rectangle. To the right of the "Submit" button is a "Cancel" button.

Figure 92: Submit button

## Appendix

### Package Statuses

Status	Description
Approved	CMS has issued a final disposition approving the proposed SPA or waiver.
Disapproved	CMS has issued a final disposition disapproving the proposed SPA or waiver.
Formal RAI Response Withdraw Requested	The state has requested to withdraw the Formal RAI Response from CMS' review.
Package Withdrawn	<p>The state has elected to withdraw the entire submission package from CMS' review.</p> <p><b>NOTE:</b> Once withdrawn, a <b>submission package cannot be resubmitted</b> to CMS and all processing of the submission package will cease.</p>
RAI Issued	CMS has issued a formal Request for Information (RAI) stopping the review clock.
Submitted	The SPA, waiver, RAI response, or Temporary Extension Request has been successfully submitted through OneMAC for CMS review. The submission is being routed to the CMS intake team for assignment.
Terminated	A previously approved waiver has been terminated.
Under Review	The SPA or waiver action has been officially submitted to CMS and assigned for review. The action is pending "on the clock".
Withdrawal Requested	The state has requested to withdraw the entire submission package from CMS' review.