**Overview: BP-01.01.01.13 EE-19**

**Description:** Notify an individual of his or her eligibility determination and provide information to CMS , which will provide information to IRS as needed to support tax administration. A single notice is produced for each application and includes all determination information for each applicant on the application.

**Association:** BP-01.01 Enrollment Process

**Roles & Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Actor** | **Responsibility** | **Handoff** |
| Individual | Review eligibility notice, appeale if deemed appropriate | HBE, if appeal is lodged , else none |
| HBE | Communicate eligibility and coordinate next step |  |
| CMS | Process eligibility notification and notify IRS |  |

**Key Performance Indicators (KPI’s):**

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Purpose** | **Measure** |
| Communication to CMS completed | Ensure timely processing of enrollment or notification of ineligibility | Days |
| Communication to individual | Ensure timely processing of enrollment or notification of ineligibility | Days |
| Subsequent activity(ies) initiated | Ensure timely processing of enrollment or notification of ineligibility | Days |

**Revision History:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Action** | **Authorized By** |
| 2013-06-05 | Original | Andrew Laing |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |