# RAI Closeout Process and Closeout Email Template

**RAI Closeout Process for State Officers:**

State Officers:  Below you’ll find an email template to use for closing out an APD, RFP, or Contract submission when the state has not officially responded to a RAI letter by the 60th day.  In addition to updating the email template with the specifics of the state’s submission and associated RAI letter, remember the following steps before sending the email.

1. The subject line of the closeout email should show:

**Unified Workflow ID:** Submission Closure

1. The CC line of the email must include the email addresses of everyone who was cc’d on the RAI letter, including:

MESClearance@cms.hhs.gov

FMG Lead

1. Send the closeout email on the 61st day, one day after the date noted the RAI letter.
2. After sending the email, upload it to the SharePoint workflow (which shows the state submission is in “Under RAI” status), and close out the “Under RAI” workflow.

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\*Email template to send to the state, is below on page 2:

May 31, 2023

Dear **STATE**,

Following the State’s submission of the **MES PROGRAM AREA** **APD/RFP/CONTRACT** (**Unified Workflow ID**) on **DATE**, CMS determined that additional information was required to complete our review of this submission, and issued a Request for Additional Information (RAI) letter to the State on **DATE**. The RAI letter required the State to provide a formal response no later than 60 days from the date of the letter (**60TH DAY DATE**).

The State did not provide a formal response by that date. Consequently, CMS has determined that the State did not establish that the proposed request is consistent with all statutory and regulatory requirements, and therefore CMS is closing out this submission effective with this email.

If **STATE** would like CMS to consider the **APD/RFP/CONTRACT** for future approval, the State must formally submit the **APD/RFP/CONTRACT** again, and should include the required information identified in the RAI letter, as noted below.

1. **Briefly describe the nature of the information needed, including reference to any applicable federal regulation and the relevant APD/contract section**
2. **Briefly describe the nature of the information needed, including reference to any applicable federal regulation and the relevant APD/contract section**

Formal submissions of **MES PROGRAM AREA** APDs, RFPs, and contracts should be sent to the CMS dedicated **MES PROGRAM AREA** electronic mailbox.

Let me know if you have any questions.

Thank you,

**STATE OFFICER SIGNATURE BLOCK**