Plan Letterhead- Template

This notice **MUST** be submitted to DOH for review and approval.

<Date>

<Barcode><Letter Code>

<Name>

<Address>

<City>, <State>, <Zip>

**Dear <MMC Member>**:

We’re proud to offer benefits and services that help you live a healthy life. Starting <Insert Start Date>, you can join a no-cost Medically Tailored Meals program that provides healthy meals straight to your home.

Through this program, you and other members who qualify can get:

* Help from a registered dietitian and nutritionist. This person is a food and nutrition expert and will help give guidance and support in choosing healthy foods.
* Up to two meals per day delivered to your home for six months at a time. You may be able to continue receiving meals as long as you are eligible for this program. These meals are tailored for your specific health needs and can help you gain access to healthy, nutritious foods.

This program is offered to <Insert Plan Name> Medicaid members who are 18 years of age or older. Members must have a secure place to store and heat meals, and:

* Receive personal care services. Member must choose to replace some of their meal preparation and food shopping hours while getting a medically tailored meal. The hours reduced will depend on the number of meals you receive, **or**
* Have cancer, diabetes, heart failure, or HIV/AIDS, and a certain number of inpatient hospital stays and/or emergency room (ER) visits within the last 12 months related to these conditions.

If you want to enroll in this program, look out for a call from an <Insert Plan Name> agent. On the call, we will tell you more about the program and help you enroll if you choose to participate. You may also receive a recommendation for Medically Tailored Meals from your provider.

Joining this program is up to you. If you decide not to join, it will not affect your Medicaid eligibility or benefits.

**<Plan Name> is here for you**

Please call member services at <>. < add TTY info> if you:

* have any questions about this information;
* cannot access the internet to view this update; or
* want to have this update mailed to you

Sincerely,

*[Include Taglines and Non-discrimination statement]*