



1332 Waiver Post-Award Forum Modification Request Template

This template assists the Centers of Medicare & Medicaid Services (CMS) with post-award forum modification determination by collecting information including a grantee’s request to modify the normal post-award forum procedures, any and all reason(s) for alternative procedures, updated forum date, time, and location, and accessibility compliance.

Please provide your responses below in the *Grantee Response* column and return the completed template to 1332-WaiverSupport@cms.hhs.gov.

Required Information	Grantee Response
The following should be displayed prominently on the website.	
Date:	June 7, 2022
Time:	1:00 p.m.
Location:	remote
Website Link:	https://www.maine.gov/pfr/insurance/home
Reason for the request:	The Maine Bureau of Insurance offices are closed because of the COVID-19 pandemic. We do not expect the offices to be fully open to the public by June 7, 2022.
Was the request submitted a minimum of 45 days prior to the expected date of public forum? If not, please explain why.	Yes
Describe how attendees can ask questions.	The forum will be through an interactive, simultaneous Teams meeting, and attendees may also attend by telephone. Attendees will be able to ask questions in real time verbally or by the chat function in Teams or by telephone.
Describe how attendance will be tracked.	The Bureau will create an attendance log through Teams.
Describe how compliance will be met for applicable civil rights requirements and laws pertaining to accessibility. ¹	The meeting will be conducted via Microsoft Teams. Teams includes real time captioning and text chat features for those with hearing and communication difficulties. Participants will be able to join by computer or phone and will have the opportunity to ask questions during the meeting, verbally or in writing. Notice of the meeting with date, time and specifics about commenting or asking questions will be posted to the Bureau's website and to the Maine Guaranteed Access Reinsurance Association (MGARA) website at least 30 days in advance of the meeting. The notice will be in accessible PDF format.

¹Consistent with federal civil rights law, including section 1557 of the ACA, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act, post award forum modifications must be posted online in a manner that is accessible to individuals with disabilities. To assist with ensuring website accessibility, states may look to [national standards issued by the Architectural and Transportation Barriers Compliance Board](#) (often referred to as “section 508 standards”), or alternatively, the [World Wide Web Consortium's Web Content Accessibility Guidelines](#) (WCAG) 2.0 Level AA standards.

