

Programs of All-Inclusive Care for the Elderly (PACE)

Contract Year 2024 Fiscal Soundness Reporting Requirements

This document contains the Fiscal Soundness Reporting Requirements (FSRR) and associated due dates. All Programs of All-Inclusive Care for the Elderly (PACE) organizations that have active contracts in Contract Year (CY) 2024 must comply with the FSRR. They must satisfy all applicable state licensure, state and CMS financial requirements and submit independently audited annual financial statements to CMS on an annual basis.

CMS monitors compliance with fiscal soundness requirements through audited annual financial statements of the organization's legal entity and other required documentation. Audited annual financial statements are due within 180 days of the contract's fiscal year-end, unless an extension has been granted, and they must be prepared in accordance with generally accepted accounting principles (GAAP), unless the domestic state's requirements differ. CMS may require PACE organizations to provide additional information, such as business plans, financial projections with supporting assumptions, and/or quarterly financial statements if not meeting fiscal soundness requirements. HPMS memorandums titled "Clarification of Fiscal Soundness Requirements and Monitoring" issued on November 17, 2015, and "Fiscal Soundness Requirements and Monitoring" issued on January 12, 2017, provide additional information on these requirements and can be found in the Fiscal Soundness Module (FSM) within the Health Plan Management System (HPMS) by navigating to [HPMS Homepage](#)> Monitoring > Fiscal Soundness > Documentation > Document and Forms. Instructions for uploading your documentation are outlined in the Plan User Guide also located in the HPMS FSM or [CMS.gov Fiscal Soundness Reporting Requirements](#).

All fiscal soundness reporting requirements must be met by the PACE legal entity. If the PACE legal entity is considered a line of business within the parent organization, and audited annual financial statements are not available at the PACE legal entity level, then audited annual financial statements may be provided for the parent organization. However, the PACE organization reports the following required financial data elements in HPMS at the PACE legal entity: Assets, Liabilities, Subordinated/Guaranteed Debt (if applicable), Net Income/Loss, and Cash Flow from Operations and provides supporting annual financial statements for the corresponding period at the PACE legal entity level. Organizations should refer to the HPMS memorandum titled "Annual Verification of Parent Organization and Legal Entity Name" issued on February 22, 2024, if updates to parent organization and/or legal name are needed.

In addition to the audited annual submission, PACE organizations are required to submit quarterly financial statements if within the PACE trial period (defined and discussed in the section titled "Fiscal Soundness Submissions for New Contracts"), or if the organization fails to meet CMS fiscal soundness requirements. Table 1 below summarizes the submission guidelines for PACE. If the fiscal year-end does not fall at the calendar year-end, please refer to submission deadline tables at the end of this document.

Table 1: Fiscal Soundness Submissions

Submission Type	Description	Submission Deadline	Requirement
Audited Annual	Closure of previous fiscal year	Within 180 days after the fiscal year ends	CMS identified contracts & Trial Period contracts
Reporting Period Ending 03/31	For quarters ending between 01/01 – 03/31	Within 45 days after the quarter ends	CMS identified contracts & Trial Period contracts
Reporting Period Ending 06/30	For quarters ending between 04/01 – 06/30	Within 45 days after the quarter ends	CMS identified contracts & Trial Period contracts
Reporting Period Ending 09/30	For quarters ending between 07/01 – 09/30	Within 45 days after the quarters ends	CMS identified contracts & Trial Period contracts
Reporting Period Ending 12/31	For quarters ending between 10/01 – 12/31	Within 45 days after the quarter ends	CMS identified contracts & Trial Period contracts

Fiscal Soundness Submissions for New Contracts

New contracts are included in the FSM in the year for which the contract is effective. Therefore, new organizations must submit their 12/31/23 fiscal year-end audited annual financial statements in HPMS for CY 2024. If the domestic state regulator(s) has a later due date than CMS, the organization can submit a request for an extension.

New contracts that do not have audited annual financial statements for the fiscal year-end prior to the first contract year (i.e., 12/31/23 audited financial statement for CY 2024) should submit the first available item from the list below and describe why there are no available audited annual financial statements (if applicable).

1. Submit the parent organization’s most recent audited annual financial statements for the fiscal year-end prior to the first contract year (i.e., 12/31/23 audited financial statements for CY 2024). If these are not available, then
2. Submit the PACE organization’s most recent unaudited annual financial statements for the fiscal year-end prior to the first contract year (i.e., 12/31/23 audited financial statements for CY 2024). If no unaudited financial statements are available, then
3. Submit a description on company letterhead stating there are no financial statements available for the period with an accompanying rationale (e.g., the organization was not yet operational).

New contracts also must submit quarterly financial statements during the trial period which is defined as the first three contract years the organization operates under a program agreement with CMS. For purposes of fiscal soundness, the trial period ends when CMS has reviewed audited annual financial statements covering three full 12-month financial reporting periods. During the trial period, organizations also must submit four quarterly financial statements each

year which are due within 45 days after the reporting period ends. The quarterly financial statements must include a balance sheet, income statement, subordinated/guaranteed debt attestation form (if applicable), and statement of cash flows (reporting year-to-date amounts).

Entering Financial Data Elements into HPMS

PACE organizations are required to enter the following elements into HPMS from their corresponding financial statements. The appropriate number of zeros should be added for rounded numbers (e.g., add three zeros (000) if numbers are rounded to the closest thousand).

Table 2: Data Entry

Financial Data Element	PACE
Total Assets	Yes
Total Liabilities	Yes
Subordinated/Guaranteed Debt	*Yes, if applicable
Net Income/(Net Loss) (current year-to-date)	Yes
Cash Flow From Operations (current year-to-date)	Yes

*Unsubordinated Liabilities Calculation. The net worth of PACE organizations is calculated by subtracting total unsubordinated liabilities from total assets, as reported on the balance sheet for the legal entity.

Subordinated debt is defined by CMS as an unsecured debt whose repayment to its parent organization ranks after all other debts have been paid when the subsidiary files for bankruptcy. An example of subordinated debt is when a parent organization loans money to the plan to pay its debts with the condition that the plan only needs to repay the parent organization after all of its other liabilities have been satisfied.

Guaranteed debt is defined by CMS as secured debt in which another entity promises to pay a loan or other debt if the organization that borrowed the money fails to pay. An example of guaranteed debt is when the plan obtains a loan from a bank and another entity signs the guarantee of payment for all, or a portion, of the loan. In the event of bankruptcy or default, the other entity will make loan payments on behalf of the plan to ensure the debt is satisfied.

Plans must identify the subordinated/guaranteed debt portion of their reported total liabilities and submit an updated “Subordinated/Guaranteed Debt Attestation Form” when they submit their quarterly (if applicable) and audited annual financial statement. In addition, plans reporting guaranteed debt must submit, in conjunction with their audited annual financial statements, the opinion of an independent auditor certifying the amount of guaranteed debt, and there are no repayment requirements by the plan in the event of default. CMS will not consider guaranteed debt when calculating unsubordinated liabilities in the absence of the completed “Subordinated/Guaranteed Debt Attestation Form” and the opinion of an independent auditor.

Reporting Deadline Extension Requests

If the state insurance regulator’s fiscal soundness reporting deadline falls after the CMS submission deadline, organizations may request an extension. Extension requests for CY 2024 may be submitted after the FSM release in March 2024. Organizations must document why an extension is needed.

Finally, an organization may designate an extension request as “perennial” to avoid making similar requests in the future. Plan users can submit an extension by navigating to [HPMS Homepage](#)> Monitoring > Fiscal Soundness > Extensions > Submission of Extension Requests.

Technical Requirements

To access the HPMS FSM, organizations must have a four character CMS User ID. Questions concerning access to HPMS may be submitted to [CMS HPMS Access \(CMSHPMS_Access@cms.hhs.gov\)](mailto:CMSHPMS_Access@cms.hhs.gov).

Please note, when uploading documents, HPMS cannot accept certain keyboard characters in the file name, such as pound or hashtag (#); semi-colon (;); percentage (%); plus (+); ampersand (&); or double periods (..). If these characters are included in the file name, the upload will fail. Upload files may be in .pdf, .doc, .docx, and .zip (zip files cannot contain invalid file types) formats. File sizes may not exceed 20MB.

If uploading multiple documents (such as financial statements and the subordinated/guaranteed debt form, if applicable), the documents must first be compressed into a single zip file and then upload the zip file into the HPMS Fiscal Soundness Module. Newly uploaded files replace/delete previously uploaded files.

Resources

For technical assistance with HPMS, please contact the [HPMS Help Desk \(hpms@cms.hhs.gov; 1-800-220-2028\)](mailto:hpms@cms.hhs.gov).

For questions related to HPMS user access, please send email to [HPMS Access \(CMSHPMS_Access@cms.hhs.gov\)](mailto:CMSHPMS_Access@cms.hhs.gov).

For policy related questions, please send email to [Financial Review \(FinancialReview@cms.hhs.gov\)](mailto:FinancialReview@cms.hhs.gov).

PACE Regulatory References

- 42 CFR §460.80(a) Fiscal soundness
- 42 CFR §460.200(a) Maintenance of records and reporting of data
- 42 CFR §460.208 Financial statements

PACE - CY 2024 Submission Deadlines
(Quarterlies only need to be submitted if notified to submit by CMS)

PACE Fiscal Year End	Audited Annual	Period Ending 3/31	Period Ending 6/30	Period Ending 9/30	Period Ending 12/31
07/31/2023	PE 07/31/2023 due by 04/15/2024*	PE 01/31/2024 due by 04/15/2024*	PE 04/30/2024 due by 06/17/2024	PE 07/31/2024 due by 09/16/2024	PE 10/31/2024 due by 12/16/2024
08/31/2023	PE 08/31/2023 due by 04/15/2024*	PE 02/28/2024 due by 04/15/2024	PE 05/31/2024 due by 07/15/2024	PE 08/31/2024 due by 10/15/2024	PE 11/30/2024 due by 01/15/2025
09/30/2023	PE 09/30/2023 due by 04/15/2024*	PE 03/31/2024 due by 05/15/2024	PE 06/30/2024 due by 08/15/2024	PE 09/30/2024 due by 11/15/2024	PE 12/31/2024 due by 02/17/2025
10/31/2023	PE 10/31/2023 due by 04/30/2024	PE 01/31/2024 due by 04/15/2024*	PE 04/30/2024 due by 06/17/2024	PE 07/31/2024 due by 09/16/2024	PE 10/31/2024 due by 12/16/2024
11/30/2023	PE 11/30/2023 due by 05/31/2024	PE 02/28/2024 due by 04/15/2024	PE 05/31/2024 due by 07/15/2024	PE 08/31/2024 due by 10/15/2024	PE 11/30/2024 due by 01/15/2025
12/31/2023	PE 12/31/2023 due by 07/01/2024	PE 03/31/2024 due by 05/15/2024	PE 06/30/2024 due by 08/15/2024	PE 09/30/2024 due by 11/15/2024	PE 12/31/2024 due by 02/17/2025

PACE - CY 2024 Submission Deadlines
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PACE Fiscal Year End	Audited Annual	Period Ending 3/31	Period Ending 6/30	Period Ending 9/30	Period Ending 12/31
01/31/2024	PE 01/31/2024 due by 07/31/2024	PE 01/31/2024 due by 04/15/2024*	PE 04/30/2024 due by 06/17/2024	PE 07/31/2024 due by 09/16/2024	PE 10/31/2024 due by 12/16/2024
02/28/2024	PE 02/28/2024 due by 09/03/2024	PE 02/28/2024 due by 04/15/2024	PE 05/31/2024 due by 07/15/2024	PE 08/31/2024 due by 10/15/2024	PE 11/30/2024 due by 01/15/2025
03/31/2024	PE 03/31/2024 due by 09/30/2024	PE 03/31/2024 due by 05/15/2024	PE 06/30/2024 due by 08/15/2024	PE 09/30/2024 due by 11/15/2024	PE 12/31/2024 due by 02/17/2025
04/30/2024	PE 04/30/2024 due by 10/31/2024	PE 01/31/2024 due by 04/15/2024*	PE 04/30/2024 due by 06/17/2024	PE 07/31/2024 due by 09/16/2024	PE 10/31/2024 due by 12/16/2024
05/31/2024	PE 05/31/2024 due by 12/02/2024	PE 02/28/2024 due by 04/15/2024	PE 05/31/2024 due by 07/15/2024	PE 08/31/2024 due by 10/15/2024	PE 11/30/2024 due by 01/15/2025
06/30/2024	PE 06/30/2024 due by 12/31/2024	PE 03/31/2024 due by 05/15/2024	PE 06/30/2024 due by 08/15/2024	PE 09/30/2024 due by 11/15/2024	PE 12/31/2024 due by 02/17/2025

***Submit after CY2024 HPMS Fiscal Soundness Module release**

PACE - CY 2025 Submission Deadlines
(Quarterlies only need to be submitted if notified to submit by CMS)

PACE Fiscal Year End	Audited Annual	Period Ending 3/31	Period Ending 6/30	Period Ending 9/30	Period Ending 12/31
07/31/2024	PE 07/31/2024 due by 04/15/2025*	PE 01/31/2025 due by 04/15/2025*	PE 04/30/2025 due by 06/16/2025	PE 07/31/2025 due by 09/15/2025	PE 10/31/2025 due by 12/15/2025
08/31/2024	PE 08/31/2024 due by 04/15/2025*	PE 02/28/2025 due by 04/15/2025	PE 05/31/2025 due by 07/15/2025	PE 08/31/2025 due by 10/15/2025	PE 11/30/2025 due by 01/15/2026
09/30/2024	PE 09/30/2024 due by 04/15/2025*	PE 03/31/2025 due by 05/15/2025	PE 06/30/2025 due by 08/15/2025	PE 09/30/2025 due by 11/17/2025	PE 12/31/2025 due by 02/16/2026
10/31/2024	PE 10/31/2024 due by 04/30/2025	PE 01/31/2025 due by 04/15/2025*	PE 04/30/2025 due by 06/16/2025	PE 07/31/2025 due by 09/15/2025	PE 10/31/2025 due by 12/15/2025
11/30/2024	PE 11/30/2024 due by 06/02/2025	PE 02/28/2025 due by 04/15/2025	PE 05/31/2025 due by 07/15/2025	PE 08/31/2025 due by 10/15/2025	PE 11/30/2025 due by 01/15/2026
12/31/2024	PE 12/31/2024 due by 06/30/2025	PE 03/31/2025 due by 05/15/2025	PE 06/30/2025 due by 08/15/2025	PE 09/30/2025 due by 11/17/2025	PE 12/31/2025 due by 02/16/2026

PACE - CY 2025 Submission Deadlines
(Quarterlies only need to be submitted if notified to submit by CMS)

01/31/2025	PE 01/31/2025 due by 07/31/2025	PE 01/31/2025 due by 04/15/2025*	PE 04/30/2025 due by 06/16/2025	PE 07/31/2025 due by 09/15/2025	PE 10/31/2025 due by 12/15/2025
02/28/2025	PE 02/28/2025 due by 09/02/2025	PE 02/28/2025 due by 04/15/2025	PE 05/31/2025 due by 07/15/2025	PE 08/31/2025 due by 10/15/2025	PE 11/30/2025 due by 01/15/2026
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04/30/2025	PE 04/30/2025 due by 10/31/2025	PE 01/31/2025 due by 04/15/2025*	PE 04/30/2025 due by 06/16/2025	PE 07/31/2025 due by 09/15/2025	PE 10/31/2025 due by 12/15/2025
05/31/2025	PE 05/31/2025 due by 12/01/2025	PE 02/28/2025 due by 04/15/2025	PE 05/31/2025 due by 07/15/2025	PE 08/31/2025 due by 10/15/2025	PE 11/30/2025 due by 01/15/2026
06/30/2025	PE 06/30/2025 due by 12/31/2025	PE 03/31/2025 due by 05/15/2025	PE 06/30/2025 due by 08/15/2025	PE 09/30/2025 due by 11/17/2025	PE 12/31/2025 due by 02/16/2026

***Submit after CY2025 HPMS Fiscal Soundness Module release**