Draft shut down messages (pre-shut down):

Dear Commission member,

As you may have read in media reports, Congress must pass spending bills by September 30th to avert a shutdown of the federal government on October 1. As such, the Medicaid and CHIP Payment and Access Commission is preparing for the possibility of a temporary shutdown.

In the event of a lapse in appropriations, MACPAC, the Commission, and most of its employees would be subject to a temporary shutdown, meaning that no work can be performed during the shutdown on behalf of the Commission or Congress. Staff will be unable to respond to Commissioner requests during this period. We will continue to monitor the situation, and will inform you on October 1 should a lapse in appropriations occur.

In the meantime, please reach out to me or [did you want to designate someone?] for additional information.

Thank you for your patience through this process, and for all that you do on behalf of MACPAC.

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**Contractors (funded)**

As you may have read in media reports, Congress must pass spending bills by September 30th to avert a shutdown of the federal government on October 1. As such, the Medicaid and CHIP Payment and Access Commission is preparing for the possibility of a temporary shutdown. Staff will be unable to respond to you during this period. We will continue to monitor the situation, and will inform you on October 1 should a lapse in appropriations occur. **Due to the nature of your agreement with MACPAC, you may continue to provide services to MACPAC with minimal supervision and oversight, since your agreement has been funded out of a previous fiscal year.**

If such a shutdown should occur, Contractors should do the following:

* Plan to continue ongoing work unless you require feedback, input, or a decision regarding any deliverable or deliverables from MACPAC staff, or you had a pre-scheduled project check-in meeting with MACPAC staff, whichever may occur first;
* Vendors can continue to submit deliverables, but MACPAC staff will not respond or provide feedback until after the shutdown has ended;
* Assume deadlines within requests for proposals will be delayed by the number or days that employees are furloughed; and
* Assume that any pre-scheduled meeting with MACPAC staff is cancelled during the shutdown.

In the meantime, please reach out to your contracting officer with any questions.

Thank you for your patience through this process, and for all that you do on behalf of MACPAC.

**Contractors (unfunded)**

As you may have read in media reports, Congress must pass spending bills by September 30th to avert a shutdown of the federal government on October 1. As such, the Medicaid and CHIP Payment and Access Commission is preparing for the possibility of a temporary shutdown. Staff will be unable to respond to you during this period. We will continue to monitor the situation, and will inform you on October 1 should a lapse in appropriations occur. **Due to the nature of your agreement with MACPAC, you must cease providing services to MACPAC (starting October 1, 2013) until you receive further notification from MACPAC contracting.**

In the meantime, please reach out to your contracting officer with any questions.

Thank you for your patience through this process, and for all that you do on behalf of MACPAC.

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**Employees**

Good morning,

As discussed during a recent staff meeting, annual funding for much of the federal expires at midnight on September 30. MACPAC has been planning for all contingencies, including the possibility that a lapse in appropriations could occur, leading to a government shutdown on October 1. As a reminder, attached is the “[Guidance for Shutdown Furloughs](https://macpacgov.box.com/s/k0l0knkozqza0javraku1gma42by6rnv)” document provided by OPM, as well as the slide presentation for MACPAC employees.

**If such a shutdown should occur, Kate will email staff on October 1 with further instructions. Employees should use the following out-of-office responses:**

**Email**:

Hello,

Thank you for your email. I am on furlough without access to email, due to the lapse in federal government funding. I will return your message as soon as possible once operations resume.

**Voice mail**:

Hello, you have reached [NAME] at MACPAC. I am on furlough due to the lapse in federal government funding. Please note that I do not have access to email or voicemail. I will return your message once operations resume.

Instructions on changing your voicemail are located here on Box.

Thank you for your hard work, dedication, and patience through this process, and for all that you do for MACPAC.

**During shut down**:

**Employee out of office**:

Hello,

Thank you for your email. I am on furlough without access to email, due to the lapse in federal government funding. I will return your message as soon as possible once operations resume.

**Voice mail**: Hello, you have reached [NAME] at MACPAC. I am on furlough due to the lapse in federal government funding. Please note that I do not have access to email or voicemail. I will return your message once operations resume.

**MACPAC web site**:

The web site of the Medicaid and CHIP Payment and Access Commission will not be updated during the temporary government shutdown. We will resume posting new content and responding to messages when operations resume.

**Commissioners**:

Dear Commission member,

The Medicaid and CHIP Payment and Access Commission is temporarily shut down due to a lapse in federal government funding. During this time, no work can be performed during on behalf of the Commission. Staff will be unable to respond to Commissioner requests during this period. We will continue to monitor the situation. As we discussed during the September Commission meeting, Melanie and I will discuss potential changes in our work or meeting schedule should the shutdown last more than five days.

Thank you for your patience through this process, and for all that you do for MACPAC.

**Employees**:

The Medicaid and CHIP Payment and Access Commission is temporarily shut down due to a lapse in federal government funding. If you are receiving this notice, you are subject to a temporary furlough.

**No work can be performed during the shutdown on behalf of the Commission**. This includes checking and responding to email, or participating in meetings. As a reminder, attached is the “[Guidance for Shutdown Furloughs](https://macpacgov.box.com/s/k0l0knkozqza0javraku1gma42by6rnv)” document provided by OPM, as well as the slide presentation for MACPAC employees.

As noted in earlier meetings and communications, please monitor the news for updates. You will receive an email once the shutdown ends.

Thank you for your hard work, dedication, and patience through this process, and for all that you do for MACPAC.

**Contractors (funded)**: [Link to email addresses for funded and unfunded contractors](https://macpacgov.app.box.com/file/1307306877076)

The Medicaid and CHIP Payment and Access Commission is temporarily shut down due to a lapse in federal government funding. Staff will be unable to respond to you during this period. **Due to the nature of your agreement with MACPAC, you may continue to provide services to MACPAC with minimal supervision and oversight, since your agreement has been funded out of a previous fiscal year.**

As a reminder, Contractors should do the following:

* Plan to continue ongoing work unless you require feedback and input on any deliverables from MACPAC staff, or you had a pre-scheduled project check-in meeting with MACPAC staff that needs to be cancelled, whichever may occur first;
* Vendors can continue to submit deliverables, but MACPAC staff will not respond or provide feedback until after the shutdown has ended;
* Assume deadlines within requests for proposals will be delayed by the number or days that employees are furloughed; and
* Assume that any pre-scheduled meeting with MACPAC staff is cancelled.

Thank you for your patience through this process, and for all that you do on behalf of MACPAC.

**Contractors (unfunded)**:[Link to email addresses for funded and unfunded contractors](https://macpacgov.app.box.com/file/1307306877076)

The Medicaid and CHIP Payment and Access Commission is temporarily shut down due to a lapse in federal government funding. Staff will be unable to respond to you during this period. **Due to the nature of your agreement with MACPAC, you must cease providing services to MACPAC (starting October 1, 2013) until you receive further notification from MACPAC contracting.**

Thank you for your patience through this process, and for all that you do on behalf of MACPAC.

**Message for press (to be placed on Caroline’s email)**:

Hello,

Thank you for your email. If you are a member of the media, please note that I am on furlough without access to email, due to the lapse in federal government funding. I will return your message as soon as possible once operations resume. In the meantime, you may visit macpac.gov for information.