

Dear Providers:

As you may recall, on April 8th we announced temporary changes to MPP in response to COVID-19. One of those changes is the ability for Participants (the building owners) to assign incentive payments directly to Providers. The attached forms will enable us to execute those assignments. There are two assignment of incentive forms – one for a single incentive payment to be assigned and one for all future incentive payments to be assigned. The forms will be posted on the Provider Portal for future reference. The forms are effective immediately.

Tips for using the forms

- The forms are fillable PDFs. You can complete the forms with the project information and will need to have them signed by both the Participant, who is the Payment Assignor, and the Payment Assignee, the entity the payments are being assigned to. Electronic signatures are acceptable.
- In order to complete the forms, you would need to know the contract number for the project and the incentive payment amount that is being assigned. If you do not have that information, please contact the Case Manager or Project Manager.
- Refer to the guidance document for each form for additional assistance.
- The assignment form for single incentive payments allows the incentive payment to be split between the Payment Assignor and Assignee. The assignment form for all incentive payments does not allow future incentive payments to be split. If you would like to split multiple incentive payments, then a single incentive form would need to be submitted for each respective payment.
- The Form could be submitted with the email to the Project Manager and Case Manager requesting the payment assignment. The Payment Assignee also needs to submit a completed W-9 form.

While this situation is still evolving, our teams are here to assist you in navigating our programs and any related changes along with providing information about available state and federal resources. To view the latest information including resources and program changes, we encourage you to visit [nysenda.ny.gov/ny/COVID-19-Response](https://nysenda.ny.gov/ny/COVID-19-Response). Our best wishes for your continued safety and health.

Sincerely,

The MPP Team

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