

Pay to Address Change

Home Help Agency Providers

This document is for those providers that have been approved by an Adult Services Worker to have Home Help payments issued as a single party check. If you are a Home Help Agency seeking to change the address where the State of Michigan sends payment to, follow the below instructions.

You are required to send in a letter on company letterhead with the following included:

- Attention - Provider Enrollment.
- Update CHAMPS “Pay To” Address.
- Address.
- Provider ID Number.
- Phone Number.
- Tax ID Number.
- SIGMA Vendor ID Number.
- Signature and date by the Owner of the Agency.

Fax letter to (517) 241-4160 or email to MSA-HomeHelpProviders@Michigan.gov

In addition, you must have your SIGMA 39Y Address ID updated.

To update: Website: <http://www.Michigan.gov/SIGMAVSS>
Phone: 888-734-9749
Email SIGMA-Vendor@Michigan.gov

Note: It is important to also update your Correspondence Address in CHAMPS. This will allow the State of Michigan to send you letters of upcoming changes and the prior year’s 1099. Providers can go online within [MILogin](#) and access the CHAMPS application to change the Correspondence Address.

Resources

- Home Help Provider Support Hotline 1-800-979-4662
- Home Help Provider Support Email Providersupport@Michigan.gov
- Home Help Website <https://www.Michigan.gov/HomeHelp>