

ARPA Provider Incentive Cover Sheet

All forms are located here: [Welcome Louisiana \(providerexpress.com\)](https://www.providerexpress.com)

Email all documentation to:
state_directed_payments@optum.com

Please ensure you submit the below document with invoices:

- Completed Invoice: American Rescue Plan Act of 2021 (ARPA) Provider Incentives
- Authorization Form for Electronic Funds Transfer (ACH)
- Documentation Reflecting Proof of Payment of Training for Recruitment Incentive
- For EBP Recruitment or Retention Payments: Proof of EBP Certification/Qualification
- Copy of current license if claiming LMHP/Psychiatrist Incentive
- W-9 (Include voided check with W-9)

The payment process will begin when we have received all necessary documentation. Thank you.

IMPORTANT NOTICE to ENSURE TIMELY PAYMENT: In order to ensure your invoice is paid promptly, the invoice must be completed thoroughly and accurately to ensure payment. Missing or blank information for any EBP or LMHP/Psychiatrist level will result in a rejection and the document will be returned to you. Examples may include, but not limited to missing agency and rendering information, missing NPI#, missing or incorrect "Date of Eligible Claim" and or missing "Claim number" for retention payment and/or LMHP/Psychiatrist payment, missing "License Level", etc. Your submission will also be rejected when all required documents are not included. The required documents are listed on the Invoice.