

What is the length of time may a business participate in the VetBiz VIP Verification Program?

Per the current regulation, 38 CFR § 74.15(a), A participant receives an eligibility term of 2 year from the date of CVE's approval letter establishing verified status. The participant must maintain its eligibility during its tenure and must inform CVE of any changes that would adversely affect its eligibility. The eligibility term may be shortened by cancellation by CVE or voluntary withdrawal by the participant (i.e., no longer eligible as a small business concern), as provided for in this subpart.

NOTE: As of June 27, 2012, an interim rule was established that extended the period of eligibility to 2 years.

Renewal Policy:

1. In order to reduce the time and effort required to maintain eligibility for the Veterans First Program, CVE has initiated a simplified renewal process. To be eligible for the simplified renewal process, a participant must have been verified with a full document review in accordance with 38 U.S.C. 8127(f) (2) as authorized by the Veterans Small Business Verification Act, Section 104 of P.L. 111-275 on October 13, 2010. In accordance with this legislation, VA requires a full document review of all company documents set forth in 38 CFR 74.12 and 38 CFR 74.20 prior to granting verified status.
2. All firms in the Vendor Information Pages (VIP) verified without a full document review must be renewed by being re-verified in accordance with this standard when their eligibility expires.
3. Effective March 15, 2013, renewal date and instructions on renewal will be included in the verification approval letter.
4. As a courtesy to assist firms in maintaining their eligibility, when a participant is due for renewal, CVE may provide the notifications to the participant of pending expiration. All notifications will be sent to the email address that the company has entered in their VIP profile, so it is important to keep the VIP profile up to date. Lack of notification does not preclude the requirement for a firm to apply for renewal in a timely way.

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5. The renewal request will be completed online via the [VetBiz website](#). The owner will be asked to confirm whether there have been any changes to Veteran eligibility, ownership, or control of the firm. If there have been no changes, the owner(s) will be required to certify that there have been no changes and renewal will occur upon confirmation of certification by CVE (normally within 7 days, depending on volume of requests).
6. If changes have occurred, the owner(s) will be required to identify all changes and their renewal application will go to the examination team. The examination team will contact the applicant within 10 days to request the documentation that supports the changes that have occurred. Normally, examination under the simplified renewal process will be limited to changes in documents. CVE retains the right to request a full document examination and to conduct site visits in accordance with 38 CFR 74.15.
7. Depending on the extent of changes that have occurred, the review of renewal applications that includes changes may take up to 60 days to process, depending on the complexity of the changes. CVE seeks to complete reviews in 30 days, when practicable.
8. Participants that fail to submit the renewal request as directed, or who fail to submit requested documentation changes will be removed from VIP.
9. Firms that are removed from VIP for failure to submit a timely renewal request will have the opportunity to submit a new application that will include all initial documentation in order to receive verified status.
10. Renewal will be effective for two years from the anniversary date. Renewal requests may be submitted up to 120 days prior to expiration. Firms using simplified renewal will receive a full document review at their next renewal, so that all verified firms receive a full document review every four years.
11. If a participant's renewal application is denied, based on submitted changes, they will be eligible to submit a Request for Reconsideration, utilizing the same process for an initial denial.

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