



VETS FIRST VERIFICATION PROGRAM

Preparing for Verification

The Vets First Verification Program enables Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs) to be listed as VA-verified in the VetBiz Vendor Information Pages (VIP) database and participate in the Veterans First Contracting Program. Veteran business owners seeking VA Verification should consider the following fundamental elements **before submitting an application**.

Veteran Status

Does the Veteran business owner(s) meet the definition of a Veteran or Service-disabled Veteran as established in Title 38 CFR Part 74?

A **Veteran** is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status also qualify as Veterans.

A **Service-disabled Veteran** is a Veteran who possesses either a disability rating letter issued by VA establishing a Service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense.

Ownership

Is the business at least 51 percent owned by one or more Veteran(s) or Service-disabled Veteran(s)?

At least 51 percent of the business must be **directly and unconditionally owned** by one or more Veteran(s) or Service-disabled Veteran(s). In **community property states**, special measures may be required to meet the 51 percent ownership requirement as the Veteran's property is considered to be 50 percent owned by his or her spouse.

Control

Does one or more Veteran(s) or Service-disabled Veteran(s) have full control over business operations?

The Veteran owner(s) **must** have **full control** over the day-to-day management, decision-making, and strategic policy of the business; possess the **managerial experience** of the extent and complexity needed to manage the business; be the **highest-compensated** employee (unless the Veteran can explain how taking lower compensation benefits the business); devote **full-time** to the business; hold the **highest officer position** in the business; and have the ability to **exercise independent business judgment**.

Pre-Qualification

Does the Veteran meet the minimum Verification eligibility requirements and have the required documents necessary to submit a complete application? Has the Veteran taken advantage of available Pre-Qualification resources?

Veterans who take advantage of Pre-Qualification resources—to include connecting with a free **VA-certified Verification Counselor** and using the **Verification Self-Assessment Tool**, **Verification Resource Tool**, and **Verification Assistance Briefs**—significantly increase their chances for timely application processing. Veterans should also consult the list of **Required Documents for VIP Application**.