

During the month of September the Verification Program is undergoing a major transformation in response to feedback provided by the Veteran-Owned Small Businesses community. The modifications and enhancements will result in significant changes to our application process to improve the Veteran experience as we establish “MyVA Verification.”

During the transformation the Center for Verification and Evaluation (CVE) intends to continue processing applications. To process an application mandatory business documents are required. Additional information to clarify documents may be required, as these documents are needed to create a complete application. Without a complete application, CVE cannot reasonably conclude the requirements of 38 CFR Part 74 are satisfied. Some applicants have not submitted all required documentation needed for CVE to render a determination. To continue processing all applications which lack required documentation, any outstanding documents must be uploaded, submitted, and received by 11:59 p.m. (EST) on September 18, 2016 **regardless of the original suspense date.**

All pending or outstanding requests and associated verification cases in the legacy process not completed by 11:59 p.m. (EST) on September 18, 2016 will be closed, and those applications will be administratively removed from processing. Any company administratively removed may re-apply at any time. Companies that re-apply on or after September 18, 2016 will be placed in the MyVA Verification process as that becomes the CVE program of record on that date.

To ensure timely processing of your application, please log in to your VIP profile at <https://www.vip.vetbiz.gov/Public/Logon.aspx> as soon as possible and complete all actions prior to September 18, 2016. On the Account Summary page, please select the “*Requests*” link to enter the document upload portal.

Once ALL documents have been uploaded, please select the gold “*Submit*” button that appears in the bottom right-hand corner of the screen. It is essential to provide documentation as it is available. If you do not have a requested document or it is not applicable to your business, please upload a Detailed Letter of Explanation (DLOE) in its place, indicating which item is not applicable and why. If you need assistance, please contact our Call Center 866-584-2344, Option 1.

If you have any questions concerning your case please call The Call Center/Help Desk at 866-584-2344. The hours of operation will continue to be 8 a.m. to 8 p.m. Monday through Friday.

CVE thanks you for your service to our Nation and your interest in the Verification Program.