



Rural Development

June 30, 2017

Office of the Chief
Financial Officer

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TO: State Directors
Agency Administrators

ATTN: National Office and State Office Program Directors
Do Not Pay Local Security Administrators (LSAs)

FROM: Roger Glendenning /s/ **Roger Glendenning**
Chief Financial Officer
Rural Development

SUBJECT: Credit Alert Verification Reporting System (CAIVRS) Confirmation Data
Field in the Guaranteed Loan System (GLS) and Community Programs
Applications Processing (CPAP)

PURPOSE

This Unnumbered Letter provides guidance for completing the CAIVRS confirmation data field in GLS and CPAP during the Agency's implementation of the Do Not Pay (DNP) portal. The implementation is a result of the Improper Payments Elimination and Recovery Improvement Act (IPERIA) of 2012.

IMPLEMENTATION RESPONSIBILITIES

Current program guidance and requirements instruct staff to obtain the CAIVRS confirmation number through the U.S. Department of Housing and Urban Development (HUD) to successfully complete the verification check process. The confirmation number, which must be entered in GLS and CPAP, indicates that the verification check was performed.

Staff are required to perform the verification checks for CAIVRS in the DNP portal; however, the portal will not provide a CAIVRS confirmation number. **In light of this, users who must manually enter the confirmation number will use the format below when performing a CAIVRS search and no data is returned, i.e. when a CAIVRS search does not yield any matches/results.**

GLS/CPAP CAIVRS Field Entry Format: ADNPMDDYY

This format represents a prefix "ADNP," and the date a CAIVRS search was performed "MMDDYY". For example, the confirmation number for a CAIVRS search performed on March 15, 2017, would be: "ADNP031517".

EXPIRATION DATE:
May 31, 2018

FILING INSTRUCTIONS:
Administrative/Other Programs

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This does not apply to automated services such as the Guaranteed Underwriting System (GUS).

When a CAIVRS search yields results in the DNP portal, staff should refer to applicable program guidance.

If you have any questions about this UL, please contact Heather Honkomp at 515-284-4486 or heather.honkomp@wdc.usda.gov.