

US Business Leadership Network®
Disability Supplier Diversity ProgramSM
1501 M Street NW, Seventh Floor
Washington, DC 20005



Certification Status Qualifiers

Certification Criteria

The following criteria apply for the USBLN® Disability Supplier Diversity ProgramSM Disability-Owned Business Enterprise Certification, which includes service-disabled veterans:

- Be at least fifty-one percent (51%) owned, operated, managed, and controlled by individual(s) with a disability or service-disabled veteran(s) who are either U.S. citizens or lawful permanent residents.
- Exercise independence from any other non-disability-owned business enterprise
- Have its principal place of business (headquarters) in the United States
- Have been formed as a legal entity in the United States

Disability is defined as a **physical and/or mental impairment** that **substantially limits one or more major life activities** of an individual. A **Service-Disabled Veteran** is a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, and whose **disability was incurred or aggravated in line of duty** in the active military, naval, or air service.

Disability Status Qualifiers

To demonstrate disability status or status as a service-disabled veteran, applicants must submit one document from Group A or submit at least two documents from Group B. All documents must be accompanied by a Disability Status Qualifier Supplemental Form, with the exception of the USBLN® Physician's Certification of Disability Form. Please note that the USBLN® Certification Committee reserves the right to request further information and documentation of disability status.

Group A (Only one required):

- Records, statements, or other documentation issued from a licensed, registered, or certified vocational rehabilitation specialist (*i.e.*, State or private) stating that the applicant individual is a person with a disability
- Records, statements, or other documentation issued from any Federal agency, State agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits stating that the applicant individual is a person with a disability

- USBLN® Physician’s Certification of Disability Form from a licensed medical professional (*e.g.*, a physician or other medical professional duly certified to practice medicine by a State, the District of Columbia, or a U.S. Territory) stating that the applicant individual is a person with a disability
- To be considered a Service-Disabled Veteran, the veteran must have an adjudication letter from the Veterans Administration (VA), a Department of Defense Form 214 (Certificate of Release or Discharge from Active Duty), or a Statement of Service from the National Archives and Records Administration, stating that the veteran has a service-connected disability

Group B (Submit two or more):

- National or local media attention indicating the applicant company is a disability-owned or service-disabled veteran-owned business, or mention the owner(s) as a member of the disability community
- Records, certifications, statements, or other documentation regarding the use of a service animal
- Advertising/promotional materials that note the business is disability- or service-disabled veteran-owned and operated
- Certificates/Awards/Recognitions of the business and/or owner(s) as a member of the disability community (a copy of the certificate, letter of congratulations, or other supporting documentation must be included as well as contact information for the presenting party)
- Membership letters or certificates from a disability-focused organization (*i.e.* Center of Independent Living, national disability advocacy organizations, etc.), accompanied by a letter written by a board member of the organization indicating the applicant is a member in good standing and is a person with a disability. Contact information for the board member must also be provided
- Other documentation, subject to review and acceptance by the USBLN® National Certification Committee