

Frequently Asked Questions

Payment Request Justification

Is the justification simply restating the purpose of the grant?

No, the payment request justification must describe the exact reason for the payment request and must include the name of the Veterans' Employment and Training Service (VETS) program, the list of budget item(s) or expense category(ies) along with an amount for each that adds up to the total payment request, and the date range associated with the costs included in the payment request.

Will using a repetitive blanket statement set off alarms or cause further investigation because the justification isn't unique?

The payment request justification must be specific to the payment amount. The Grant Officer's Technical Representatives (GOTR) would not expect the justification to be the same for all payment requests.

What format should be used to submit the justification?

The Payment Management System (PMS) payment request screen provides a mandatory field for the payment request justification. The payment request justification is limited to 1,000 characters. Please see GO Memo 02-26 for a payment request justification example.

Is supporting documentation required as an attachment to the payment request?

As this time, VETS does not require any supporting documents/attachments for payment request justifications.

Can we submit multiple requests in one day for each subaccount?

Yes, a recipient can send multiple payment requests/justifications in one day for each subaccount.

If we have one payment request for multiple subaccounts, will questions on the payment justification for one subaccount delay the entire payment request?

Yes, if a recipient submits one payment request for multiple subaccounts and clarification is needed on the justification for one of the subaccounts, the entire payment request will be on hold until the clarification is submitted and approved. VETS strongly recommends sending separate payment requests per PMS subaccount to avoid potential delays.

Do the amounts in the justification for each category need to align with the amount being requested for drawdown?

Yes, the justification for each category in the payment request justification must add up to the total payment request.

What if we are submitting payment requests for many different expenses (such as payroll, supplies, etc.); how detailed do we have to be?

Recipients should provide as much detail as possible when submitting payment request justifications. This helps the GOTR understand why the funds are being requested and supports a timely approval process. Please refer to the example in the GO Memo 02-26.

Should the payment justification dates be based on dates we paid our subrecipients or dates the expenditure was accrued?

Payment requests must be based on the accrual basis of accounting¹ (actual expenditure dates). Please include the dates in the payment request justification.

Approvals and Timing

Who is reviewing the payment justifications?

The GOTR, or other delegated VETS staff, reviews and approves the payment request justifications in the Defend the Spend (DTS) system.

Is the DTS system set up to send auto-replies for clarification or are messages sent after someone reviews the payment request?

If additional information is needed regarding the payment request justification, the GOTR will issue a clarification request through the DTS system. A notification link will be sent to the recipient/requester through the DTS system to respond to the clarification. Recipients should save the DTS email address in their email contacts to ensure DTS emails are not identified as spam and can be acted upon quickly.

Once the recipient responds to the clarification request via an updated payment request justification, the request will re-enter the review and approval cycle. Recipients should respond to requests for clarification on payment request justifications as soon as possible and ensure that all the elements in the clarification request are addressed in the updated payment request justification. Payment requests will be in a “hold” status until the clarification request is responded to and accepted by the GOTR.

¹ See VETS [Cash v. Accrual Desk Aid](#) for assistance and guidance.

What is the expected turnaround time for VETS review and approval?

GOTRs have three business days to review and take action in accordance with GO Memo 02-26 on payment request justifications. Funds for payments approved by 4 p.m. EST will generally be available for drawdown that same day.

Will the name of the organization, payment request, and payment justification be posted online for the public to review?

Yes, the name of the organization, the payment amount, and the justifications from both the recipient and VETS will appear on the Department of Government Efficiency's (DOGE) official website, www.doge.gov/payments. Recipients must not include protected or non-sensitive personally identifiable information in payment request justifications.

Payment Management System***In PMS, you can only see about 50 characters in the input fields on the payment screen. Are there any planned development changes to expand the input fields on the payment request screen to see the full details of what you can type in?***

PMS does not have any plans to expand the justification comment box at this time.

Is it possible to get a list of previously submitted and processed payments for the entire Payee Account Number?

To see payment history, recipients can access the Apex Reports – Grantee Inquiry – Financial Transactions in PMS.