**Section 40.620 Annual Confirmation of Eligibility**

a) To maintain its certification, a certified business must file a No Change Affidavit with CMS on an annual basis, confirming there have been no changes in ownership or control from the last certification that would affect the eligibility of the certification and shall provide any additional information requested by CMS. The No Change Affidavit shall be in the form specified by CMS and shall include, but not be limited to, owner demographics, annual gross sales, current licensing, ownership interest, certification documentation with other entities, and a signed and notarized affidavit.

b) At least 60 days prior to the anniversary of a certification, CMS shall send a notice to the certified business advising that it must complete and return the No Change Affidavit, postmarked by the date specified in the notice.

c) If the certified business fails to submit the No Change Affidavit, CMS shall issue a provisional revocation of the certification and so notify the business. If the No Change Affidavit is not received within 30 days after the mailing of the provisional revocation to the certified business, the revocation shall become final and the business shall be decertified.

d) If the certified business submits a No Change Affidavit that indicates that ownership or control has changed so that the certified business is, or may be, no longer eligible for certification, CMS may request further information or may issue a final decertification.

e) Upon receipt of the notice of final decertification, the decertified business must submit a new and complete application for certification.

f) In addition to the annual confirmation, CMS may require confirmation of eligibility at any time during the term of certification.

(Recodified from Section 20.620 of 44 Ill. Adm. Code 20 (Central Management Services) pursuant to Section 45-57 of the Illinois Procurement Code [30 ILCS 500/45-57], at 47 Ill. Reg. 12484)