

Additional Approved Guidelines for Expenditures of Monies Collected for Crime Victim Service in Municipalities and Counties - Effective Monday, January 30, 2017

The following is a list of additional approved expenditures of crime victims' funds retained by county and municipal governments pursuant to Sections 14-1-206, 14-1-207, 14-1-208, and 14-1-211 exclusively for the purpose of providing victim services; including but not limited to:

1. Funds may be used for attorneys to represent and provide legal service for crime victims. Attorneys providing this service are required to maintain statistical reports to include but not limited to the number of victims, types of victims and services provided. Please note (attorneys representing Towns and or Counties are excluded from providing this service).
2. Funds may be used for an Administrative Assistant's salary providing direct victim services to crime victims. Please note (if this person is not full time and has dual roles not providing direct victim services, contact SOVA to discuss the necessary Time and Activity (T&A) form required initially for 90 days to determine a percentage. This form will be required to continuously be maintained by the employee). Funds may be used to pay a portion of the following expenses relating to the Administrative Assistant;
 - A. Rent (% applied if dual role)
 - B. Phone (% applied if dual role)
 - C. Computer (to be used solely by Administrative Assistant)
 - D. Software (to be used solely by Administrative Assistant)
3. Funds may be used to establish an Emergency Fund for crime victims. You are required to follow all of the Victims of Crime Act (VOCA) Guidelines, develop an emergency fund application and maintain backup information regarding the emergency funds used.
4. Funds may be used to provide Victims' Rights Week (VRW) Scholarships for crime victims and or immediate family members to attend the Annual South Carolina VRW Conference.
5. Funds may be used for a Financial Support Specialist's salary that will respond to transitional housing requests. Please note (if this person is not full time and has dual roles not providing direct victim services, contact SOVA to discuss the necessary Time and Activity (T&A) form required initially for 90 days to determine a percentage. This form will be required to continuously be maintained by the employee). Funds may be used to pay a portion of the following expenses relating to the Financial Support Specialist;
 - A. Rent (% applied if dual role)
 - B. Phone (% applied if dual role)
 - C. Computer (to be used solely by Financial Support Specialist)
 - D. Software (to be used solely by Financial Support Specialist)

It is important to remember that policies and procedures are required to be developed, updated and maintained for auditing purposes.