



SOUTH CAROLINA  
**Victim Service Coordinating Council**

**Approved Guide for Expenditures of Monies Collected for Crime Victim  
Service in Municipalities and Counties.**  
**Effective July 2017**

**The following is a list of 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. Personnel, salaries/ benefits, performing direct services to crime victims (Victim Advocates within law enforcement and solicitor offices, notifiers for detention centers and the summary courts);
2. Automobiles shall be used solely by the Victim Service Provider (VSP) for providing direct victim services to crime victims if purchased out of the Victim Assistance Fines, Fees and Assessment Fund.

**In order to replace the vehicle purchased out of the fund, the vehicle is required to fall under one of the two categories noted below:**

**Category A: Vehicle is required to be deadlined by the county or municipal/town mechanic listing the vehicles' safety issues**

**Category B: The vehicle has reached a minimum of 125,000 miles**

**The county or municipality are required to 1) sell the old vehicle that was replaced, 2) show and maintain documentation regarding the sale price, and 3) prove that the proceeds were deposited back into the Victim Assistance Fines, Fees and Assessment Fund.**

**If there is Time and Activity Forms involved, please note that the full price of the vehicle cannot be paid out of the fund if the time and activity sheets do not verify full time employment of the advocate providing direct services to crime victims. In such a case, the county or municipality is required to apply the percentage of the employee's time (that the auditing department has provided via Time and Activity Forms received) towards the total cost of the vehicle. This percentage will be the only amount that will be paid from the Victim Assistance Fines, Fees and Assessment Fund towards the purchase of a new vehicle.**

3. Expenses for a victim may be reimbursed to the Victim Service Provider (VSP) only while providing direct victims services at the rate of per diem for meals and transportation
4. Computers, computer software, internet connection, website for personnel providing direct crime victim services;
5. Automated victim information and notification systems;
6. Training and conference registration, hotel accommodations for personnel providing direct crime victim services;
7. Office space, furniture, equipment (telephone, telephone lines, 800 numbers, fax, copier) and equipment maintenance for personnel providing direct crime victim services;
8. Postage, copying and printing cost for programs as relating to notification services and correspondence relating to direct victim services as carried out by the Victim Service Provider
9. Brochures for crime victims describing the crime victim services available through the entities and contact information. Reference materials.
10. Telephone charges relating directly to crime victim services;
11. Pager, cell phone expenses for personnel providing direct crime victim services;
12. Volunteer personnel and training expenses directly providing services to crime victims;
13. Office supplies for personnel directly involved in providing services for crime victims;
14. Camera, film, video tape, VCR recording equipment to support evidence documentation for domestic violence and sexual assault cases and viewing of educational materials for victims;
15. Recording or translation services directly related to crime victim services;
16. Funding for Women and Children shelters/ treatment center for crime within the county or municipality;
17. Funding for Rape Crisis Centers
18. Funding for other local organizations providing direct services for crime victims (Mental Health, etc.);
19. Matching funds for grant programs providing direct services to crime victims ( CDV grants, dedicated court grants for CDV, etc.);Emergency funding to be paid to service providers for crime victims: day care for children of crime victims required to be in court, limited rent, utilities for transitional housing for CDV victims, limited groceries, transportation, etc.);Funding for child friendly interview rooms, separate waiting rooms for crime victims.

## **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.**