

## **Instructions for Creating a Victim Service Contract**

**It is not a requirement that the Counties/Municipalities use the SAMPLE CONTRACT provided on the State Office of Victim Assistance (SOVA) website. However, the entity providing direct services is required to submit monthly, quarterly, and yearly statistical reports to the appropriate entity involved with the contract. You can find an example of a statistical report at [www.sova.sc.gov](http://www.sova.sc.gov) (Auditing Tab). This will assist and aid with accountability.**

**However, if you decide to customize your own contract, please see details below:**

1. Did you outline the duties to be provided by the appropriate entity?
2. What is the payment arrangement?
3. How will the funds be collected, recorded, and received?
4. Did you outline the employment agency for the victim advocate providing the duties?
5. What is the agreement timeframe? It is required by SOVA that all contracts are updated annually.
6. What procedures must be followed to terminate the contract?
7. How will the service reports be provided to the appropriate entity? It is required that any entity receiving any portions of the funds provide monthly, quarterly and year-end statistical reports.
8. Has it been signed by the Sheriff/County Administration and or the Chief/Town or City Administration to show the agreement has been approved?
9. Ensure that your contract includes details regarding the transfer of funds and how much to be transferred and how often if applicable.
10. Ensure your contract includes information regarding agency providing direct victim services submitting monthly, quarterly and year end reports. The reports will be given to the agency receiving services for crime victims.
11. Ensure that the victim advocate's job description is revised and or updated to incorporate additional duties regarding providing direct victim services to the entity.