



Department of Crime **Victim Compensation (DCVC)**

VICTIM ASSISTANCE FINES, FEES AND ASSESSMENT FUND TIPS

All Victim Assistance Programs should have the following information on file and or distributed to all relevant personnel:

- Victim Service Provider (VSP) Certification Number from the Office of Victim Services Education and Certification (OVSEC)
- VSP Certification (**Basic Core – 15hrs within 1 year after hire date; afterwards, 12hrs annually as legislatively mandated**)
- Current Job Descriptions on file with the County or Municipal HR Office for all victim advocates and update as warranted
- Written Comprehensive Victim Assistance Program Policies and Procedures
- Current Comprehensive Victim Assistance Procedural Manual (**Sample located on DCVC website below under the advocate tab**)
- Victim Assistance Statistical Tracking and Reporting System
- Victim Assistance Publication Items such as programs, brochures and flyers. (**Prevention activities are not allowable**)

DCVC AUDITING TEAM
Business Line: 803.734.1900