Technical Assistance At-A-Glance

Time & Activity (T&A) Sheet

The Time & Activity sheet must reflect victim/witness assistance activity related to providing direct victim services; date, time frame, type of victim and services provided/activity. The number of hours worked must be totaled at the bottom, signed and dated. This form is used to track all activity for anyone that is considered a part time advocate providing direct victim services and their salary is paid from the Victim Assistance Fines, Fees and Assessment (VAFFA) Fund account. The form is required to be updated daily as direct services are provided. It will be ongoing as long as staff paid out of the funds remains part time.

Victim Advocate T & A Percentage Calculator

The Victim Advocate T & A Percentage Calculation Worksheet is used to determine the percentage of time a part time advocate spends providing direct victim services to crime victims. The number of victim advocate hours worked in a specific time frame is taken from the T & A Sheets and divided by the total hours worked during that same period of time. This determines the victim advocate's allowable percentage that can be paid from the VAFFA Fund for salary and or other program expenses.

[Sample] Budget

The Sample Budget is used to show the estimated revenue and expenditure of a county/municipalities' VAFFA Fund. It only shows expenses that are applicable to the specific county/municipality that it is created for. The sample budget should also show any transfers in or out of the General Fund as it relates to the VAFFA Fund. Budgets are required to be submitted to SOVA within 30 days after it has been approved by the local governing body.

Victim Assistance Staff Hired Report

The Victim Witness Staff Hired Report should include the name of the victim advocate, date hired, salary, and years of service for every person paid with VAFFA funds. It should also indicate whether Victim Witness Staff have a current job description on file with HR.

Victim Assistance Expenditure Report

The Expenditure Report is used for tracking all expenses that come from the VAFFA Fund. Details such as expense date, amount and a brief description of the expenses should be listed on this report.

Sample Contract

It is not mandatory to have a contract but it is considered a "best practice" if it is used for counties/municipalities that have another entity provide some or all of their victim services. A detailed description of all services that will be provided should be listed in the sample contract; including but not limited to, victims served, services provided and types of victims to assist and notate any funds to be transformed to county or municipality providing services etc. The contract should be updated and renewed annually.

Sample Crime Statistical Report

The Crime Statistical Report is used to keep track of all direct services provided to crime victims. This report provides an overview of the type of crime, services provided and the municipal location.

Donation Form

This form was developed to ensure the agency donation receiving requests their donation in writing indicating how they intend to use the funds to provide direct services to crime victims. Please keep a record of this on file.

- Ensure sure agency responds to request in writing informing agency of the amount that will be donated for direct victim services. Again, please keep a record of this on file.

- Ensure sure the response letter indicates the amount to be donated and inform the agency requesting the donation that they are required to provide monthly, quarterly and year-end reports to the donations agency documenting the number and types of victims assisted and services provided. A sample report can be found at www.sova.sc.gov under the auditing tab attached to the sample contract. These reports may be requested for review by SOVA staff during the budget phase or if there is an audit scheduled.

- The agency or organization receiving the funds will be required at the end of the fiscal year to provide SOVA with a budget and or report showing how the donated funds were used. They can send their budget with the donating agency's budget or they can send it separately but funds must be used as outlined in the request letter.

Victim Advocate Procedural Manual: Table of Content [Sample]

The victim advocate procedural manual was developed to assist and aid victim advocates, coordinators and directors of victim service programs in providing and enhancing the quality of services to crime victims. Also, due to a number of requests from advocates across the state, it became apparent advocates were seeking guidance in developing their victim advocate programs and establishing policies and procedures. The manual was designed also to empower victim advocates and equip them with the knowledge and skills needed to ensure direct victim services is provided in a timely manner to crime victims in their assigned territory.

It is not the intent of the sample manual to capture all of the areas in providing direct victim services. However, it is to be used as a guide and serves as a sample of what you may want your procedural manual to reflect. Please feel free to adopt all or portions of the manual as you feel appropriate to assist you in developing your own document that will meet your needs and the needs of your organization.

[Sample] Supplemental Schedule

The Sample Supplemental Schedule of Court Fines, Assessments and Surcharges was developed to assist and aid accountants and auditors preparing the County/Municipal Annual Financial Audit. All Financial Audits are required to include the schedule of Court fines, Assessments and Surcharge. **THIS IS NOT A MADATORY FORM**. However, it will provide detailed reporting information regarding the Victim Assistance Fines, Fees, Assessment fund as needed.

Non-Profit Allowable Lease Form

The Non-Profit Allowable Lease form was developed to assist and aid non-profit organizations who wish to use Victim Assistance Fines, Fees, and Assessments funds towards the lease of a building. It outlines the process and procedures to adhere to regarding compliance. The non-profit is required to contact SOVA initially for the first calculation regarding the funds to ensure compliance. Contacting SOVA for all lease procedures is highly recommended to ensure compliance.