

Tips for Victim Advocates When Submitting a Crime Victims' Compensation Application

Documents used to establish compensation eligibility:

- Law Enforcement Incident Report
- Law Enforcement Supplemental Report
- Report/Affidavit/Investigative Follow-up Report
- SC Highway Patrol's Traffic Accident Report /TR-310/MAIT Team Report
- Letter from victim advocates
- Victims' voluntary statement and if warranted a witness statement

How advocates can help assist with the compensation process:

- Make sure the incident report is submitted with the application. When possible, send a copy of the warrant or supplemental report.
- Send a brief synopsis of the incident, to include a warrant number and case status.
- If the victim was victimized on the job, check to see if the victim was covered by workers compensation prior to submitting the claim to SOVA.
- Make sure person(s) signing the application are 18 years of age or older.

- Make sure the person completing the application for funeral expenses is the person responsible for the funeral bill - the actual person who signed the bill.

Please remember:

- You should complete the section on the compensation application as the "referral source." This will assist SOVA if there are any questions.
- You are not legally allowed to sign the claim on behalf of a victim.
- The Social Security number of each applicant is necessary to verify case information.
- All sections of the application are important and will need to be filled out and completed in detail prior to submission. However, if the crime scene section is left blank, the application will be returned to the referral source.
- Written consent is needed from the victim if the victim wishes for someone else to call on their behalf to check the status on their claim.
- The name on the incident report must match the name on the application. If the names are different, SOVA will need a letter from the referral source confirming that the name listed on the incident report and the person signing the application are the same.
- If there is information you wish to inform SOVA of relating to the application you are submitting, please feel free to attach a note to the application regarding those issues.

- You must list Insurance, Medicaid or Medicare information. If the victim does not have Insurance, Medicaid or Medicare, please write “no insurance”. Do not leave blank or write N/A.
- Please be mindful that SOVA may follow up with you as the advocate for additional information regarding the submitted application.
- Please remember to call SOVA if you have any questions regarding the application you submitted.
- If you wish to check on the case status of the submitted application, please feel free to call SOVA and a staff member will assist you with your inquiry.