

VICTIM ASSISTANCE PROGRAM



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 updated Victim Assistance Program Policies and Procedures
- Current updated Victim Assistance Procedural Manual (**Sample located on SOVA website below under the advocate tab**)
- Victim Assistance Statistical Tracking and Reporting System
- Victim Assistance Publication Items such as program brochures, flyers etc. (**Prevention is not allowable**)

SOVA

South Carolina
State Office of Victim Assistance

AUDITING TEAM

Business Line: 803.734.1900

www.sova.sc.gov

(Click on the auditing tab)