



## Instructions for Creating a Victim Service Contract

**In an effort to assist and aid counties and municipalities with accountability of the Victim Assistance Fines, Fees and Assessment fund, a victim service contract may be implemented. Although it is not a requirement that Counties and Municipalities use the SAMPLE CONTRACT provided on the Office of the Attorney General, Department of Crime Victim Compensation's (DCVC) website, it may aid in tracking the victim funds. If a contract is used, 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 the Crime Victim Advocate Statistical Report on the DCVC website under the auditing tab. This will assist and aid with accountability.**

**However, if you decide to customize your own, please see questions and comments below to guide you in drafting your contract:**

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 notate the agency in which the advocate is employed that will be providing the direct victim service duties?
5. What is the agreement timeframe? It is required by DCVC 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 portion 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. If applicable, ensure that your contract includes details regarding the transfer of funds, how much is to be transferred, and how often.
10. Ensure your contract includes information regarding the agency providing direct victim services and the requirement that they submit 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 updated as warranted regarding specific duties performed daily and incorporated as additional duties regarding providing direct victim services to the entity.