



**December DCVC Auditing Eblast!**  
**Victim Assistance Fines, Fees and Assessment Fund**  
**Donation Checklist**

December 2019

**Hello!**

**The holidays are here! Almost a new day and a new year! As a county or municipality, you may be interested in donating a portion of your Victim Assistance Fines, Fees and Assessment Funds! If so, please note the information below regarding donations.**

- Ensure you receive a detailed request letter outlining the use of requested funds
- The agency requesting the donation is required to meet all reporting requirements which includes but is not limited to providing monthly, quarterly and year-end reports and listing number and types of victims assisted and services provided
- Ensure your agency responds with written notification to the agency making the request for the donation and indicate the amount to be donated if any
- Ensure the donation form is complete and has been dated and signed by all parties

**Please note the following:**

1. Each request for funds is considered a **one-time donation** and is **not guaranteed**
2. Each request for funds are to be submitted yearly
3. Reports may be requested for review by the auditing staff when deemed necessary
4. The request letter for funds is **required to be specific and detailed** regarding how the donated funds will be used to provide direct service to crime victims

**For additional information about the donation checklist, process, procedure, and legislation regarding the Victim Assistance Fines, Fees and Assessment Fund, you may go to [www.sova.sc.gov](http://www.sova.sc.gov) (click on auditing tab) or call DCVC at (803) 734.1900 and ask for the auditing staff.**

**Note:** Please forward this email to anyone you believe should be a recipient of this EBLAST or send us the email of someone who should receive the EBLAST. Also, if you **do not** wish to receive the EBLAST, you may email [mlee-thompson@scag.gov](mailto:mlee-thompson@scag.gov) to be removed.

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