

June DCVC Auditing EBlast!

Victim Assistance Fines, Fees and Assessment Fund Contract

June 28, 2019

Hello!

Summer is finally here, and we have new information to share with you!

If you are a small municipality and do not have a victim advocate on staff, did you know you could enter a contract with your local county sheriff's office victim assistance program?

The local sheriff's office is required to provide the municipality with monthly, quarterly and year-end reports regarding the number of victims assisted, types of victims and services provided to victims on behalf of the municipality.

If you decide to customize your own contract, below are a few tips that may assist you.

- Outline the duties to be provided by the appropriate entity
- Include the payment arrangement for the victim assistance funds
- Include how the funds are to be collected, recorded, and received by the county
- Ensure contract includes details regarding the transfer of funds and how often
- Notate in the contract the agency that employs the advocate providing victim services
- Ensure the advocate's job description is revised/updated to incorporate contract duties
- Ensure the contract agreement timeframe is incorporated
- Incorporate the procedures to follow in the event the contract needs to be terminated
- Outline how the victim service reports will be provided to the appropriate entity
- Report submission is a requirement of the contract. So, make sure this information is incorporated

For more information about the contract requirements or other auditing technical assistance documents, you may go to www.sova.sc.gov 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 the DCVC Auditing EBLAST or send us the email of someone who should receive the DCVC Auditing EBLAST so we can add them to the list. Also, if you **do not** wish to receive the DCVC Auditing EBLAST, you may email Mrs. Mignon Lee-Thompson at mlee-thompson@scag.gov and notify her to remove your name from the list.

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