

# Tips for Victim Advocates When Submitting a Crime Victim Compensation Application

## Documents used to establish compensation eligibility:

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

## How advocates can help assist with the compensation process:

- Ensure 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 DCVC.
- Ensure person(s) signing the applications are 18 years of age or older.

- Ensure the person completing the application for burial/funeral expenses is the person responsible for the burial/funeral bill. (the actual person who signed the burial/funeral bill)

**Please Remember:**

- You should complete the section on the compensation application as the "referral source." This will assist DCVC if there are any questions.
- You are not legally allowed to sign the application on behalf of a victim.
- The Social Security number of each applicant is necessary for payment consideration.
- All sections of the application are important and required to be filled out in detail prior to submission.
- If the crime scene section is left blank, the application will be returned to the referral source because it will be considered incomplete.
- Written consent is required 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, DCVC will require a letter from the referral source confirming the name listed on the incident report and the person signing the application are the same.

- If there is information you wish to inform DCVC of relating to the application you are submitting, please feel free to attach a note to the application regarding those issues.
- You must list private insurance, Medicaid or Medicare information. If the victim does not have private insurance, Medicaid or Medicare, please write “no insurance”. Do not leave blank or write N/A.
- Please be mindful that DCVC may follow up with you for additional information regarding the submitted application.
- Please remember to call DCVC if you have any questions regarding the application you submitted or the application process and procedure.
- If you wish to check on the case status of the submitted application, please feel free to call DCVC and a staff member will assist you with your inquiry.