

# **Technical Assistance At-A-Glance**

## **Time & Activity Sheet**

The Time & Activity sheet must reflect victim/witness assistance activity in providing direct victim services; date, time frame, type of victim and services provided/activity. The number of hours worked must be totaled at the bottom and the form must be signed and dated. This form is used to track all activity for anyone that is considered part time advocate providing direct victim services and their salary is paid from the Victim Assistance Fines, Fees and Assessment (VAFFA) Fund account. This form should be updated daily as direct services are provided to crime victims and will be ongoing should the staff paid out of the funds remain part time.

## **Victim Advocate Time & Activity Percentage Calculation Worksheet**

The Victim Advocate Time & Activity Percentage Calculation Worksheet is used to determine the percentage of time a part time advocate spends providing direct victim services to crime victims. The number of victim advocate hours worked in a specific time frame is taken from the Time & Activity Sheets and then divided by the total hours worked during that same period of time. This determines the victim advocate allowable percentage which is the percentage of that individual's time that can be paid from the VAFFA Fund as the advocate provides direct victim services.

## **Sample Budget**

The sample budget is used to show the estimated revenues and expenditures of a county/municipalities' VAFFA Fund. It should only show expenses that are applicable to the specific county/municipality that it is being created for. The sample budget should also show any transfers in or out of the General Fund as it relates to the VAFFA Fund. Budgets are required to be submitted to SOVA within 30 days after it has been approved by the local governing body.

## **Victim Assistance Staff Hired Report**

The Victim Witness Staff Hired Report should include the name of the victim advocate, date hired, salary, and years of service for every person being paid with VAFFA funds. It should also indicate whether Victim Witness Staff have a current job description on file.

## **Victim Assistance Expenditure Report**

The Expenditure Report is used for keeping track of all expenses that come from the VAFFA Fund. Details such as the date of the expense, the amount of the expense and a brief description of the expense should be listed on this report.

## **Sample Contract**

It is not mandatory to have a contract but it is considered a “best practice” if it is used for counties/municipalities that have another entity provide some or all of their victim services. A detailed description of all services that will be provided should be listed in the sample contract; including but not limited to, number of victims served, services provided, and types of victims. The contract should be updated and renewed annually.

## **Sample Crime Statistical Report**

The Crime Statistical Report is used to keep track of all services provided to crime victims. This chart will provide an overview of the type of crime, the type of service provided and the municipal location of each crime.

## **Donation Form**

This form was developed to ensure the agency you are donating to request their donation in writing indicating how they intend to use the funds to provide direct services to crime victims. Please keep a record of this on file.

- Make sure your agency responds to their request in writing informing them of the amount that will be donated for direct victim services. Again, please keep a record of this on file.
- Make sure your response letter indicates the amount to be donated and inform the agency requesting the donation that they are required to provide monthly, quarterly and year-end reports to your agency showing the number and types of victims assisted and services provided. A sample report can be found at [www.sova.sc.gov](http://www.sova.sc.gov) under the auditing tab attached to the sample contract. Please keep all reports on file. These reports may be requested for review by the auditing staff during the budget phase or if there is an audit scheduled for your municipality or county.
- The agency or organization receiving the funds will be required at the end of the fiscal year to provide SOVA with a budget and or report showing how the donated funds were used. They can send their budget with your agency’s budget or they can send it separately.

## **Victim Advocate Procedural Manual**

The victim advocate procedural manual was developed to assist and aid victim advocates, coordinators and directors of victim service programs in providing a better quality of services to crime victims. Also, due to a number of requests from advocates across the state, it became apparent advocates were seeking guidance in developing their victim advocate programs and establishing policies and procedures. The manual was also designed to empower victim advocates and equip them with the knowledge and skills needed to ensure that direct victim services is provided in a timely manner to crime victims in their assigned territory.

It is not the intent of this sample manual to capture all of the areas needed to provide direct victim services or that may apply to your organization and the services you provide to crime victims; however, it is to be used as a guide and it is a sample of what you may want your procedural manual to reflect. Please feel free to adopt all or portions of the manual as you feel appropriate to assist you in developing your own document that will meet your needs and the needs of your organization.