



# State of South Carolina

## Office of the Governor

NIKKI R. HALEY  
GOVERNOR

OFFICE OF EXECUTIVE  
POLICY AND PROGRAMS

It is not a requirement that the Counties/Municipalities use the SAMPLE CONTRACT provided on the State Office of Victim Assistance (SOVA) website. However, 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 a statistical report at [www.sova.gov](http://www.sova.gov) (Auditing Tab). This will assist and aid with accountability.

However, if you decide to customize your own contract, please see details below:

- 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 outline the employment agency for the victim advocate providing the duties?**
- 5. What is the agreement timeframe?**
- 6. What procedures must be followed to terminate the contract?**
- 7. How will the service reports be provided to the appropriate entity?**
- 8. Is it signed by the Sheriff and the Chief to show the agreement has been approved?**
- 9. Make sure your contract includes details regarding the transfer of funds and how much to be transferred and how often if applicable.**
- 10. Make sure your contract includes information regarding agency providing direct victim services submitting monthly, quarterly and year end reports. The reports will be given to the agency receiving services for crime victims.**
- 11. Make sure the victim advocate's job description is revised and or updated to incorporate additional duties regarding providing direct victim services to the entity.**

VICTIMS' COMPENSATION • VICTIM/WITNESS ASSISTANCE • TRAINING • INFORMATION • REFERRALS

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