

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.

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.

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