



State of South Carolina
Office of the Governor

MARK SANFORD
GOVERNOR

OFFICE OF EXECUTIVE
POLICY AND PROGRAMS

PLEASE NOTE INFORMATION REGARDING CONTRACTS:

It is not a requirement that the Counties/Municipalities use the **SAMPLE CONTRACT** provided on the State Office of Victim Assistance (SOVA) website. However, counties providing services need to ensure that monthly, quarterly, and yearly statistical reports are provided to each municipality that has entered a contract and are receiving services through the county. You can find an example of a statistical report at www.sova.gov (**Auditing Tab**). This will assist and aid with accountability.

If you decide to customize your own Counties/Municipalities contract, please ensure that you have included answers to the following questions:

1. Did you outline the duties provided by the County to the Municipality?
2. What is the payment arrangement?
3. How will the county collect, record, and report funds received from the municipalities?
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 municipality service reports be provided by the County?
8. Is it signed by the Sheriff and the Chief to show the agreement has been approved?

Victims' Compensation ~ Victim/Witness Assistance ~ Training ~ Information ~ Referrals

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