

## Crime Victims Compensation Program Eligibility Requirements, Initial Documentation Checklist, and Reimbursement Documentation

<b>Initial Eligibility Requirements to File a Claim:</b>	
The Victim must have suffered personal injury or death in the District of Columbia as the result of a violent crime. See "Eligible Violent Crimes" list below.	
The victim must not have been engaged in illegal activity, or consented to or provoked the crime that caused his/her injuries.	
The crime must be reported to law enforcement within seven days of the crime, <b>except:</b> <ul style="list-style-type: none"> <li>• Victims of domestic violence may satisfy the reporting requirement by seeking a civil protection order from the Superior Court</li> <li>• Victims of sexual assault may satisfy the reporting requirements by obtaining a sexual assault examination at a medical facility</li> <li>• Victims of child cruelty may satisfy the reporting requirement by the filing of a neglect petition in the Superior Court</li> </ul>	
The claim must be filed with the CVCP within a year of the crime, or within a year of learning of the CVCP, with good cause shown for the late filing.	
<b>Eligible violent crimes:</b>	
Act of Terrorism	Mayhem
Arson	Murder
Assault, including assault with a deadly weapon, aggravated assault, assault on a police officer, assault with an intent to kill, assault with intent to commit any offense	Reckless Driving/Hit and Run
Benefitting financially of human trafficking	Riot
Burglary	Robbery
Carjacking	Sexual Abuse
Child Cruelty	Sexual assault/trafficking
Forced Labor	Stalking
Homicide and Negligent Homicide	Threats
Kidnapping	Unlawful use of an explosive
Maliciously misconfiguring	Use of dissemination or detonation of a weapon of mass destruction
Manslaughter	

**If a victim meets the initial eligibility requirements above, the following documentation is then required in order to formally submit an application for review:**

<b><u>Required Documentation for Application:</u></b>	<b><u>Further Information Regarding Required Documentation</u></b>
<b>Police Incident Report (P.D. 251) or Major Crash Incident Report (P.D. 10) or Arrest Persecution Report (P.D. 163)</b>	<p>All applicants are required to submit one of the reports detailing the violent crime within DC.</p> <p>The CVCP does not accept the following:</p> <ul style="list-style-type: none"> <li>• Destruction of property claimants;</li> <li>• Cases of theft;</li> <li>• Unlawful entry; or</li> <li>• Public narrative</li> </ul>
<b>Prosecution Report (if applicable)</b>	This can be requested from the U.S Attorney's office, if necessary
<b>SANE Receipt (Sexual Assault Nurse Examination)</b>	For sexual assault cases, documentation from the hospital where the victim was treated may be accepted as sufficient documentation supporting the crime. No further documentation would be necessary
<b>Temporary Protection Order</b>	From the Superior Court of the District of Columbia and the Petition supporting the Order. An application will not be completed with only Petition documentation.
<b>Petition of Child Negligence</b>	<p>For applications filed on a child's behalf The following documentation is required:</p> <ul style="list-style-type: none"> <li>• Assault victims – forensic examination</li> <li>• Negligence – Criminal or incident report</li> </ul>
<b>ID</b>	All applicants should provide a photo ID upon submission of an application. The ID presented does not have to be government issued. If a recent ID is not available the Claims Examiner will take a photo of the applicant for the application documentation.

Once an individual's initial application has been accepted by the Crime Victims Compensation Program, the claimant must gather the documentation needed to file for the specific type of claim they are requesting to obtain reimbursement for. The tables found in the pages below have a list of all possible reimbursement types and the documentation needed to file for the specific reimbursement.

<b><u>Reimbursement Type</u></b>	
<b>Medical Expenses and Physical or Occupational Therapy</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
Victim is physically injured as a result of the violent crime	Statutory maximum for medical expenses and physical or occupational therapy payments are paid in full when the requested amount does not exceed the statutory maximum of \$25,000
<b><u>Supplemental Required Documentation</u></b>	<b><u>Further Information Regarding Required Documentation</u></b>
<b>Sexual Abuse Report</b>	<ul style="list-style-type: none"> <li>- For sexual assault cases, from the hospital where the victim was treated may be accepted as sufficient documentation supporting the crime. No further documentation would be necessary</li> </ul>
<b>Disability Statement</b>	<ul style="list-style-type: none"> <li>- From the victim's physician, or other documentation to support payment of specific medical expenses. This usually arises in situations where the victim seeks to obtain payment for expenses totally unrelated to his or her injuries incurred as a result of the crime. A sample Disability Statement may be found in the CVCP Office.</li> </ul>

<u>Reimbursement Type</u>	
Funeral Expenses	
<u>Eligibility Requirements</u>	<u>Compensation Limit</u>
Victim suffered personal injury that resulted in death as a result of a crime	The statutory maximum for funeral and burial expenses is \$6000
<u>Supplemental Required Documentation</u>	<u>Further Information Regarding Required Documentation</u>
<b>A Police Incident Report (P.D. 251) or Law Enforcement Verification Form.</b>	<ul style="list-style-type: none"> <li>- If the application is filed immediately after the homicide, the police report will have to be requested from the Violent Crimes Branch of the Police Department. All homicide reports are provided via fax to the AA.</li> <li>- Incident Report may also be received from Metro, Park or Capital Police</li> </ul>
Claimant must submit <b>estimate and/or receipts for funeral and burial expenses</b> paid off out of pocket	<ul style="list-style-type: none"> <li>- No Specification</li> </ul>
<b>A Law Enforcement Verification Form *</b>	<ul style="list-style-type: none"> <li>- Required only if the police report is unclear, or indicates involvement in the crime, such as illegal conduct by the victim</li> <li>- Must be submitted to the detective assigned to the case</li> </ul>

<u>Reimbursement Type</u>	
Temporary Emergency Food and Housing (Refer to Section 2.2.3 for additional information)	
<u>Eligibility Requirements</u>	<u>Compensation Limit</u>
Victim is in immediate danger as a result of the crime if they remain in their current home or is a victim of arson	<p>The statutory maximum for food is \$400, allocated in increments of \$100, regardless of family size.</p> <p>Emergency housing is up to \$3,000, the term is not to exceed 90 days.</p>
<u>Supplemental Required Documentation</u>	<u>Further Information Regarding Required Documentation</u>
<b>A Temporary Protection Order or a Civil Protection Order</b>	<ul style="list-style-type: none"> <li>- From the Superior Court of the District of Columbia and the Petition supporting the Order</li> </ul>
Signed copy of <b>Program Guidelines for Domestic Violence Victims</b>	<ul style="list-style-type: none"> <li>- No Specification</li> </ul>

<b><u>Reimbursement Type</u></b>	
<b>Loss of Support</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
For dependents of deceased victims that maintained supportive earnings and no survivor benefits are to be received from Social Security Administration	The statutory maximum is \$2,500 per dependent, not to exceed \$7,500 per claim.
<b><u>Supplemental Required Documentation</u></b>	<b><u>Further Information Regarding Required Documentation</u></b>
<b>Denial letter from Social Security Administration</b>	- No Specification
<b>Court Order for Support</b>	- No Specification
<b>Birth Certificate or Marriage Certificate</b>	- No Specification

<b><u>Reimbursement Type</u></b>	
<b>Loss of Earnings</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
Victim was employed at time of crime and lost time from work because of injuries (physical or mental) caused by crime	Statutory maximum is \$10,000 or period of 52 weeks after crime, whichever comes first.  An "Emergency Award" is an advanced payment for loss of earnings, not to exceed \$1,000, to be paid in case of financial hardship and to be deducted from the total compensation for loss of earnings.
<b><u>Supplemental Required Documentation</u></b>	<b><u>Further Information Regarding Required Documentation</u></b>
<b>Pay Stubs, employer verification, disability statement/medical certificate, income tax returns, contracts for employment, taxi manifests</b>	- Income tax returns are required for all types of employees but also specifically for those who are self-employed  - Taxi manifest required for cab drivers
<b>Disability Statement</b>	- From the victim's physician or psychiatrist

<b><u>Reimbursement Type</u></b>	
<b>Loss of Service</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
Victim is injured and unable to provide routine services to dependents (e.g. child care, housekeeping)	The statutory maximum is \$2,500 per case and not to exceed \$200 per week.
<b><u>Supplemental Required Documentation</u></b>	<b><u>Further Information Regarding Required Documentation</u></b>
<b>Invoice</b>	- From prior service provider

<b><u>Reimbursement Type</u></b>	
<b>Mental Health Counseling</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
Victim suffers emotional trauma as a result of the crime	The statutory maximum for mental health counseling is \$6,000 for children and \$3,000 for adults.
<b><u>Supplemental Required Documentation</u></b>	<b><u>Further Information Regarding Required Documentation</u></b>
<b>A Police Incident Report (P.D. 251), neglect petition for child cruelty victims, sexual assault examination record, or neglect petition for victim of cruelty to children</b>	- No Specification
<b>Therapist License, Tax ID Number, Sign In Sheet and Summary of Therapy Sessions</b>	<ul style="list-style-type: none"> <li>- All documentation pertaining to therapy sessions is used to verify claimant is visiting therapist for reasons related to violent crime they are suffering from.</li> <li>- The documentation also verifies the therapist is licensed to practice</li> </ul>
<b>Invoice</b>	- From licensed psychiatrist, psychologist, social worker, and family counselor

<b><u>Reimbursement Type</u></b>	
<b>Clean up of Crime Scene</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
Crime occurs in the victims' house	The statutory maximum for the cost of cleaning up a crime scene is \$1,000
<b><u>Supplemental Required Documentation</u></b>	<b><u>Further Information Regarding Required Documentation</u></b>
<b>Invoice or estimate</b>	- From company or individuals who will provide the services

<b><u>Reimbursement Type</u></b>	
<b>Replacement of Clothing held as Evidence</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
Victim's clothing was taken as evidence in the case. Not applicable to homicide victims. In sexual assault examinations the clothing of the victim is routinely kept for evidentiary purposes	The statutory maximum for replacement of clothing held as evidence is \$100
<b><u>Supplemental Required Documentation</u></b>	<b><u>Where Required Documentation Can Be Found</u></b>
<b>Sexual assault examination report</b>	- No Specification

<b><u>Reimbursement Type</u></b>	
<b>Security Items for the Home</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
Victim's home has been burglarized or the home is the scene of the crime	The statutory maximum for security items for the home is \$1,000
<b><u>Supplemental Required Documentation</u></b>	<b><u>Where Required Documentation Can Be Found</u></b>
<b>Estimates or invoices for the security services to be provided</b>	- The service provider may be paid directly, or the claimant may be reimbursed for expenses paid out-of-pocket

<b><u>Reimbursement Type</u></b>	
<b>Rental of Car</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
<p>Victim's automobile is being held as evidence in a violent crime.</p> <p><i>Note: Not appropriate where victim's automobile was stolen. Theft is not on the statutory list of violent crimes. It should be noted that carjacking is a violent crime under the statute.</i></p>	<p>The statutory maximum for the rental of a car is \$2,000</p>
<b><u>Supplemental Required Documentation</u></b>	<b><u>Where Required Documentation Can Be Found</u></b>
<b>Proof of Insurance Claim</b>	<ul style="list-style-type: none"> <li>- Documentation must establish that claimant already utilized insurance of expenses.</li> <li>- This is found within the rental car invoice</li> </ul>
<b>Invoice</b>	<ul style="list-style-type: none"> <li>- From car rental agency for car being rented in the victim's name</li> </ul>
<b>Victims may receive reimbursement for the amounts spent for rental, or if the company will allow it, paid directly to the company on the victims' behalf</b>	<ul style="list-style-type: none"> <li>- The CVCP cannot sign a lease on a car for a victim.</li> </ul>



<b><u>Reimbursement Type</u></b>	
<b>Moving Expenses (Refer to Appendix F.7 for verification contacts)</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
<p>Where necessary for health and safety of the victim.</p> <p>To be combined with temporary emergency food and shelter to provide a permanent place for the victim and family to live.</p> <p>Note: The claimant is free to use the moving expense allotment to move out D.C. or the D.C. metropolitan area.</p>	<p>The statutory maximum for Moving expenses is \$1,500.</p>
<b><u>Supplemental Required Documentation</u></b>	<b><u>Where Required Documentation Can Be Found</u></b>
<b>Tax ID Number or Social Security Number</b>	<ul style="list-style-type: none"> <li>- Social Security number only required for those living in a private residence and renting, otherwise Tax ID is required</li> </ul>
<b>Proof of Income/Ability to continue paying rent</b>	<ul style="list-style-type: none"> <li>- Used to establish that rent is able to be paid beyond support from CVCP</li> </ul>
<b>For leasing agreements, claimants must provide the Program with a detailed leasing agreement.</b>	<ul style="list-style-type: none"> <li>- <i>Agreement must include:</i></li> <li>- Landlord's name</li> <li>- Lessee's name and other names on the lease</li> <li>- Amount for rent</li> <li>- Security deposit, application fee, other fees</li> <li>- Duration of the lease</li> <li>- Signatures from both parties</li> </ul>
<b>Approval letter</b>	<ul style="list-style-type: none"> <li>- Required from agency in order to document the claim if the claimant is seeking assistance with moving expenses</li> </ul>
<b>Rental Truck Estimates</b>	<ul style="list-style-type: none"> <li>- No Specification</li> </ul>
<b>Mover's Estimates</b>	<ul style="list-style-type: none"> <li>- No Specification</li> </ul>
<b>Storage contract or receipts</b>	<ul style="list-style-type: none"> <li>- No Specification</li> </ul>

<b><u>Reimbursement Type</u></b>	
<b>Transportation Expenses, including Emergency Transportation Awards</b>	
<b><u>Eligibility Requirements</u></b>	<b><u>Compensation Limit</u></b>
<p>Victim is eligible for transportation expenses related to the following:</p> <ul style="list-style-type: none"> <li>Investigation or prosecution of the case</li> <li>Obtaining medical or rehabilitation services</li> <li>Other services set forth in the statute that are necessary as a result of the crime</li> </ul>	<p>The statutory maximum for Transportation expenses is \$100 for local travel and up to \$500 for necessary out of state travel</p>
<b><u>Supplemental Required Documentation</u></b>	<b><u>Where Required Documentation Can Be Found</u></b>
<b>Transportation receipts of out of state travel</b>	- No Specification
<b>Documentation reflecting the dates and nature of appointments and services</b>	- This includes medical appointments, notice of hearing to appearing, etc.