

# CRIME VICTIMS COMPENSATION PROGRAM

## INSTRUCTIONS

To expedite the processing of your application, please submit a Complete Application Packet, which includes items 1 thru 3 below.

1

Please complete the entire application, printing clearly. Sign every place where an original signature is requested.

2

Provide us with a police or incident report that lists the victim or witness name, and a summary of the incident.

3

Submit at least one itemized bill for services related to the crime, or all of the documents for Economic Support. A complete list of the documents required for Economic Support is available on our website.

4

Mail the complete application packet to Criminal Justice Coordinating Council, Crime Victims Compensation Program 104 Marietta Street NW, Suite 440 Atlanta, GA 30303

If you would like help completing your application, or if you have questions, please call us. We have Program Advocates available to assist you.

Office (404) 657-2222  
Toll Free (800) 547-0060  
TTY (404) 463-7650  
Fax (404) 463-7652  
crimevictimscomp.ga.gov

**GEORGIA CRIME VICTIMS  
COMPENSATION PROGRAM**  
CRIMINAL JUSTICE COORDINATING COUNCIL



The Georgia Crime Victims Compensation Program (CVCP) may be able to ease the financial burden incurred by innocent victims and witnesses of crime, when other resources are exhausted.

Eligible program applicants can receive compensation of up to \$25,000 to help with medical and dental care, counseling, economic support, crime scene sanitization, and funeral expenses when the costs are not covered by other sources.

### BENEFITS COVERED

Medical and Dental Expenses . . . . .	UP TO \$15,000
Economic Support Expenses . . . . .	UP TO \$10,000
Funeral Expenses . . . . .	UP TO \$6,000*
Counseling Expenses . . . . .	UP TO \$3,000**
Crime Scene Sanitization Expenses . . . . .	UP TO \$1,500

\* A death certificate must be submitted with your application for funeral benefits. For crimes prior to May 6, 2015, the categorical cap is \$3,000.

\*\* Please refer to our website for the counseling benefits fee schedule.

### PLEASE NOTE

- If you do not have some or all of the required documentation (such as an itemized bill or police report), you may still submit a signed application to begin the claim review process. Your claim will be incomplete and we will follow up with you for the additional documents that are needed.
- You may also submit an application even if there is no known offender. While the incident must be reported to law enforcement or an investigative agency (DFCS, APS, the courts, medical authorities, or the school system), arrest and/or prosecution of an offender is not a program or eligibility requirement.
- In addition to mailing your Complete Application Packet, you may also fax or email it to start a claim, but we will require an application with your original signature in order to fully process your application. You may also bring the Complete Application Packet to our office.
- You may be asked to complete a medical release form when requesting medical or counseling benefits. Submitting the release with your Complete Application Packet may expedite processing.
- We are the payor of last resort. We cover expenses not paid by insurance, including Medicaid/Medicare or other monetary resources.
- Benefits received are based on actual eligible expenses and itemized bills must be submitted with your application for review.

# CRIME VICTIMS COMPENSATION

APPLICATION

104 Marietta Street  
Suite 440  
Atlanta, GA 30303

Office (404) 657-2222  
Fax (404) 463-7652  
Toll Free (800) 547-0060  
TTY (404) 463-7650

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www.crimevictimscomp.ga.gov

<b>SECTION 1. VICTIM/WITNESS INFORMATION</b>		Please provide information on the individual who was killed or injured as a result of a violent crime, or who witnessed a violent crime.			
Victim/Witness Name (First, Middle, Last)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YY) / /	Social Security Number (or TIN)	
Street Address (including apartment #)		City	State	Zip Code	
Best Contact Phone Number	Alternate Phone Number	Email Address			
How would you like to receive claim updates? <input type="checkbox"/> Email <input type="checkbox"/> Mail					
<b>Demographic Data (For Statistical Use Only)</b>					
Race: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian and Other Pacific Islander <input type="checkbox"/> White/Non-Latino/Caucasian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other Race _____					
If 17 or older, is the victim a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the victim disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the disability as a result of the crime? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>SECTION 2. SECONDARY CONTACT INFORMATION</b>		If your contact information above changes, please provide information for a person we can contact to reach you about your claim. Please Note: We will not disclose any information about the claim to your secondary contact.			
Victim/Witness Name (First, Middle, Last)		Best Contact Phone Number		Alternate Phone Number	
<b>SECTION 3. CLAIMANT INFORMATION</b>		Complete this section if you are filing on behalf of a deceased victim, minor victim, incapacitated adult victim, or if you are not the victim, but are paying bills on behalf of the victim.			
Claimant Name (First, Middle, Last)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YY) / /	Social Security Number (or TIN)	
Street Address (including apartment #)		City	State	Zip Code	
Relationship to Victim/Witness	Best Contact Phone Number	Alternate Phone Number		Email Address	
How would you like to receive claim updates? <input type="checkbox"/> Email <input type="checkbox"/> Mail					
<b>Demographic Data (For Statistical Use Only)</b>					
Race: <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian and Other Pacific Islander <input type="checkbox"/> White/Non-Latino/Caucasian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other Race _____					
Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>SECTION 4. BENEFITS REQUESTED</b>		Please complete this section by checking all the benefits you are applying for and submit itemized bills for services related to the crime. Please Note: a death certificate is required for funeral benefits.			
<input type="checkbox"/> Medical	<input type="checkbox"/> Loss of Income	<input type="checkbox"/> Loss of Support	<input type="checkbox"/> Counseling	<input type="checkbox"/> Funeral/Burial	<input type="checkbox"/> Crime Scene Sanitization
Please Note: If applying for loss of income, you cannot be reimbursed if your wages were fully covered (e.g., sick or annual leave, vacation, disability etc.) while you were out due to the crime. If eligible, you can only be reimbursed when you missed work and were not paid, or your wages were only partially covered.					
Was the victim or witness gainfully employed at the time of the crime? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please provide the date(s) the victim or witness was out of work due to the crime:					
Please check if you have requested/filed for: <input type="checkbox"/> Restitution <input type="checkbox"/> Workers Compensation <input type="checkbox"/> Lawsuit/Civil Action					
If benefits are awarded, please indicate if you would like to receive Direct Deposit (ACH Payment) or a Check <input type="checkbox"/> Direct Deposit (ACH Payment)* <input type="checkbox"/> Check					
*Please Note: Your first payment will be made by check as additional information is needed to set up Direct Deposit/ACH.					
<b>SECTION 5. MEDICAL RECORDS/INFORMATION AUTHORIZATION</b>		Some medical and counseling reimbursement may require a medical release form. While not required, submitting a medical release with your completed application packet may expedite processing later, if needed.			
Please check the applicable box: <input type="checkbox"/> I am submitting the Medical/Information Authorization form, along with medical and/or counseling bills, with this application. <input type="checkbox"/> I opt to complete the Medical/Information Authorization Form at a later time, if needed.					
<b>SECTION 6. INSURANCE INFORMATION</b>		Please provide us your insurance information, including Medicaid/Medicare.			
Do you have insurance, including Medicaid/Medicare? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of Insurance Company:					

<b>SECTION 7. CRIME INFORMATION</b>		Completing the below section is optional if you include a police report or incident report with your application. We will accept a report from law enforcement, child/adult protective services, the school system, the courts, medical authorities or any other official governmental investigative agency.
County of Crime	Date of Crime (MM/DD/YY) / /	Date Crime Reported (MM/DD/YY) / /
Agency Crime Reported to		Law Enforcement Agency Case Number (if known)

<b>SECTION 8. GOOD CAUSE</b>	Please provide us information about when the crime was reported to the proper authorities and when you submitted your application.
Was the crime reported to proper authorities within 72 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, to prevent delay of your application, please explain why not:	
Is this application being submitted within one year (or 3 years for crimes occurring on or after 7/1/14) from the date of the crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, to prevent delay of your application, please explain why not:	

<b>SECTION 9. REFERRAL INFORMATION</b>	Please tell us who referred you and/or assisted you in applying to the Crime Victims Compensation Program.	
Name of Referring Agency or Office	Name of Contact Person from Referring Agency or Office	Agency Phone Number
Please check which one applies: <input type="checkbox"/> The Referring Agency helped me with completing and/or submitting the required application and documents. <input type="checkbox"/> The Referring Agency only told me about the Program or shared materials with me.		

<b>SECTION 10. RELEASE FOR DA'S OFFICE</b>	Please read this section carefully and let us know if you consent to allow the DA's office with jurisdiction over the crime for which you are applying access to view your claim. Note: This authorization can be revoked at any time.
I hereby authorize the release of information associated with this application to the District Attorney's Office, or any representative thereof, with jurisdiction over the crime for which this application is based. My signature allows the DA's office to view my claim and assist with obtaining required information. I understand that I can contact the Victims Compensation Program by phone or in writing to revoke this authorization at any time, except to the extent that the DA's office has already acted based on this Authorization. I understand this authorization is voluntary and will not affect my eligibility for benefits or payment thereof.	
I Do Consent <input checked="" type="checkbox"/> _____ I Do Not Consent <input checked="" type="checkbox"/> _____	

<b>SECTION 11. SUBROGATION AGREEMENT ACKNOWLEDGEMENT</b>	Please read this section carefully. The person who is signing this application, either as the victim/witness or the claimant, must be at least 18 years of age.
By signing this section, I certify to date that I have not received any compensation as a result of this crime. I also acknowledge that if I recover any money by legal judgment, settlement, or restitution resulting from this crime, based on the recovery agreement, I may be responsible for repaying some or all amounts awarded to me, or on my behalf, by the Georgia Crime Victims Compensation Program. As such, I hereby agree that in consideration of an award by the Georgia Crime Victims Compensation Program, I assign, transfer and subrogate all claims, interests and rights of action that I may have against other parties or authorities up to the amount awarded by the Program.	
<input checked="" type="checkbox"/> _____ Victim/Witness/Claimant Signature (Original signature required) _____ Date _____	

<b>SECTION 12. CRIMINAL HISTORY &amp; MEDICAL ACKNOWLEDGEMENT</b>	Please read this section carefully. The person who is signing this application, either as the victim/witness or the claimant, must be at least 18 years of age.
A criminal history report will be completed on all victims/witnesses and claimants 18 years of age and older. I hereby authorize and understand that a criminal history report will be analyzed to determine eligibility for the Georgia Crime Victims Compensation Program; I also authorize any hospital, physician, medical facility, insurer or any other person or law enforcement agency that has knowledge relative to my claim to furnish information to the Georgia Crime Victims Compensation Board. If psychiatric assistance is requested, a separate authorization form may be required.	
<input checked="" type="checkbox"/> _____ Victim/Witness/Claimant Signature (Original signature required) _____ Date _____	

<b>SECTION 13. ACKNOWLEDGEMENT OF UNDERSTANDING</b>	Please read this section carefully. The person who is signing this application, either as the victim/witness or the claimant, must be at least 18 years of age.
I hereby acknowledge that the Georgia Crime Victims Compensation Program will only award compensation if all of the programs eligibility requirements are met. I also acknowledge that the Georgia Crime Victims Compensation Program is the payor of last resort. As such, my benefits will be reduced by any monies I receive from any other source as a result of the crime, including insurance, restitution, and civil suit settlements.	
<input checked="" type="checkbox"/> _____ Victim/Witness/Claimant Signature (Original signature required) _____ Date _____	