APPLICATION AND INSTRUCTIONS

CRIME VICTIMS COMPENSATION PROGRAM

INSTRUCTIONS

To expedite the processing of your application, please submit a Complete Application Packet, which includes items 1 and 2 below.

1

Please complete the entire application. Print clearly. Sign every place where a signature is requested.

2

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

3

The State Accounting Office who handles all payments for the CVCP may request a W-9 form for new payees to certify your identity. Submitting a completed W-9 Form with your Complete Application Packet will assist with processing of your approved payments.

4

You can register to apply online by visiting victimscompportal.cjcc.ga.gov. Or you can mail the completed 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) strives 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 (including dental care), counseling, economic support, crime scene sanitization, and funeral expenses when the costs are not covered by other sources.

BENEFITS COVERED

Medical Expenses	UP TO $15,000
Lost Wage Expenses	UP TO $10,000
Loss of 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 a 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.
- If you are not the primary policyholder and are a victim of sexual assault or family violence, you may opt out of providing insurance information for this incident by checking the opt-out box in Section 6 of the application.
- We are the payor of last resort. We must ensure that insurance, including Medicaid/Medicare is applied prior to processing a payment.
- Benefits received are based on actual eligible expenses and itemized bills must be submitted with your application for review.

CRIME VICTIMS COMPENSATION

APPLICATION

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Suite 440
Atlanta, GA 30303

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www.crimevictimscomp.ga.gov

SECTION 1. VICTIM/WITNESS INFORMATION

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 ☐ Male ☐ Female	Date of Birth (MM/DD/YY) / /	Social Security Number (or TIN)

Street Address (including apartment #)	City	State	Zip Code

Best Contact Phone Number	Email Address	Preferred Name

Sign up for the portal at crimevictimscomp.ga.gov if you would like to receive real time claim update alerts by email.

Demographic Data (For Statistical Use Only)

Race: ☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian and Other Pacific Islander
☐ White/Non-Latino/Caucasian ☐ Hispanic/Latino ☐ Other Race _____

SECTION 2. SECONDARY CONTACT INFORMATION

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	Email Address

SECTION 3. CLAIMANT INFORMATION

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 the victim.

Claimant Name (First, Middle, Last)	Gender ☐ Male ☐ 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

Sign up for the portal at crimevictimscomp.ga.gov if you would like to receive real time claim update alerts by email.

Demographic Data (For Statistical Use Only)

Race: ☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian and Other Pacific Islander
☐ White/Non-Latino/Caucasian ☐ Hispanic/Latino ☐ Other Race _____

SECTION 4. BENEFITS REQUESTED

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.

☐ Medical	☐ Loss of Income	☐ Loss of Support	☐ Counseling	☐ Funeral/Burial	☐ 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? ☐ Yes ☐ 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: ☐ Workers Compensation ☐ Lawsuit/Civil Action

Attorney's Name: Attorney's Phone Number:

If benefits are awarded, please indicate if you would like to receive Direct Deposit (ACH Payment) or a Check ☐ Direct Deposit (ACH Payment)* ☐ Check

*Please Note: Your first payment will be made by check. A completed Supplier Change Request Form is needed to set up ACH.

SECTION 5. MEDICAL RECORDS/INFORMATION AUTHORIZATION

Some medical and counseling reimbursements may require a medical release form. While not required, not submitting this form may cause a delay in process.

Please check the applicable box:

☐ I am submitting the Medical/Information Authorization form, along with medical and/or counseling bills, with this application.

☐ I opt to complete the Medical/Information Authorization Form at a later time, if needed.

SECTION 6. INSURANCE INFORMATION

Please provide your insurance information, including Medicaid/Medicare. Note: If you are not the primary policyholder and a victim of sexual assault or family violence, you may opt out of providing information for this incident by checking the opt out box. Opt out ☐

Do you have insurance? ☐ Yes ☐ No If yes, Name of Insurance Company: Policyholder Name:

SECTION 7. CRIME INFORMATION

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)

SECTION 8. GOOD CAUSE

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? ☐ Yes ☐ No
If no, to prevent delay of your application, please explain why not:

Is this application being submitted within 3 years from the date of the crime? Note: If the victim was a minor at the time, they have until their 21st birthday to apply.
☐ Yes ☐ No If no, to prevent delay of your application, please explain why not:

SECTION 9. REFERRAL INFORMATION

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 all that apply:
☐ The Referring Agency informed me about the program.
☐ The Referring Agency helped me complete or submit application.
☐ The Referring Agency shared materials about the program.
☐ The Referring Agency informed me about or helped me register for the portal.

SECTION 10. RELEASE FOR DA'S OFFICE

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 represenative 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 X_____ I Do Not Consent X_____

SECTION 11. SUBROGATION AGREEMENT ACKNOWLEDGEMENT

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, 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.

X_____ _____
Victim/Witness/Claimant Signature (Original signature required) Date

SECTION 12. CRIMINAL HISTORY & MEDICAL ACKNOWLEDGEMENT

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 reviewed to determine eligibility for the Georgia Crime Victims Compensation Program; I also authorize any hospital, physician, medical facility, insurer, or any other person 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.

X_____ _____
Victim/Witness/Claimant Signature (Original signature required) Date

SECTION 13. ACKNOWLEDGEMENT OF UNDERSTANDING

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. With my signature, I declare and affirm under penalty of perjury, pursuant to O.C.G.A. § 17-15-11, that the information provided above are true and correct.

X_____ _____
Victim/Witness/Claimant Signature (Original signature required) Date