

# AGENCY PROCEDURES EXAMPLE

## ABC Agency

### Emergency Financial Assistance for Crime Victims

#### Purpose of the Emergency Fund

The purpose of the ABC Agency's Emergency Financial Assistance Funds is to help meet the immediate financial needs a victim suffers as the result of a criminal victimization.

#### Policy and Procedures

1. Counselors requesting Emergency Funds for crime victims must explore and document the need for emergency financial assistance, including review of:
  - a. Urgency as related to impact on safety, health and/or long-term adjustment as a result of the victimization.
  - b. Inability to gain full assistance from other available sources, insurance or victim's compensation.
  - c. Attempt to verify the criminal victimization.
  - d. Ability to meet and fulfill the proposed emergency fund request.
2. Request for Emergency Fund awards must be documented on Hotline cases.
3. Checks are made payable to business vendors. If a vendor is an individual (e.g., landlord), a lease or other verification of ownership will be required.
4. Requests for awards are to be submitted to the Executive Director. In the event of the Executive Director's absence, a **designated** staff member may approve requests.
5. If a request is denied, the Executive Director will document notification on the Emergency Fund application form.
6. ABC Agency administration staff will make one copy of the approved forms. A copy will be forwarded to the Executive Director and the **original** will be attached to the client's file.
7. Rent/Relocation Assistance: ABC Agency has established procedures for assisting clients with rent/relocation. Please refer to the Emergency Fund Rent/Relocation Assistance Checklist/Guidelines.
8. Therapy: ABC AGENCY may assist with funds for therapy for clients who are ineligible to receive Victims Compensation or other forms of compensation.