

**Mailing Address:**

P.O. Box 1167  
Harrisburg, PA 17108-1167

**Street Address:**

3101 North Front Street  
Harrisburg, PA 17110

**Phone and Fax Numbers:**

(800) 233-2339  
(717) 783-5153  
(717) 787-4306 (FAX)

**Website: [www.pacrimevictims.com](http://www.pacrimevictims.com)**

**You may either complete and mail this form to the address listed above  
or file online at <https://www.dave.state.pa.us/daveprod>.**

## **Victims Compensation Assistance Program Short Form**

*Please read the following before completing this form.*

**You may be eligible for compensation if:**

- The crime occurred in Pennsylvania.
- The crime was reported to the proper authorities within 3 days OR a Protection From Abuse order was filed within 3 days of the crime.
- You cooperate with law enforcement authorities investigating the crime, the courts, and the Victims Compensation Assistance Program in processing the claim.
- The claim is filed within 2 years after the discovery of the crime (there are exceptions when the victim is a child).
- You have paid or owe at least \$100 of any combination of the expenses listed below. If you are age 60 or over, there is no minimum loss requirement.

**You may be awarded compensation for:**

- Medical Expenses
- Counseling Expenses
- Loss of Earnings
- Loss of Support
- Relocation Expenses
- Funeral Expenses
- Crime-Scene Cleanup
- Transportation Expenses
- Childcare
- Home Healthcare Expenses
- Stolen Cash (If your main source of income is Social Security Retirement, Disability Income, Supplemental Income, Survivor Benefits, Retirement/Pension(s), Disability or Court-Ordered Child/Spousal Support.)

An overall maximum award shall not exceed \$35,000; however, certain benefits, such as counseling and crime-scene cleanup, may be paid over and above the maximum. Monetary limits apply to most benefits.

**The Program does not cover:**

- Pain and suffering.
- Stolen or damaged property (except replacement of stolen or damaged medical equipment).

A claim may be determined ineligible or an award may be reduced if the conduct of the victim contributed to the injury.

# Victims Compensation Assistance Program Short Form

Your cooperation with the Program and the submission of complete and accurate information will assist us in processing your claim in a timely manner.

**IMPORTANT NOTE:** You do not have to wait until the trial is over or all of your bills are received to file a claim. You may file a claim if there is no known offender or if an arrest has not been made.

## General instructions for submitting your claim:

- Please print clearly.
- Complete only those sections that apply to your claim.
- Provide an accurate address and a safe phone number where you can be reached during the day.
- Provide as many of the requested documents as you can when filing your claim. You may submit your claim even if you do not have all the required documents. The Program may request additional information once the claim is received.
- Sign the **Acknowledgement and Reimbursement Agreement** and the **Authorization to Obtain Information** sections on the back of the claim form.
- If you would like assistance in filing your claim you may contact the Victim Service Program listed on the back of this form. If no agency is listed, you may contact the Victims Compensation Assistance Program at (800) 233-2339 for assistance.

**Please Note: It is important that you inform the Program if you change your address or phone number. To process your claim, we must be able to contact you.**

The Victims Compensation Assistance Program is the payer of last resort. This means your award will be reduced by the monies you receive from any other source as a result of the crime, such as insurance, restitution, and civil suit settlements, including monies received for pain and suffering.

***We will make every effort to process your claim as quickly and efficiently as possible.***

Date claim mailed \_\_\_\_\_ (keep this page for your information.)

Cut along this line and maintain this portion for your records.

# Victims Compensation Assistance Program Short Form

(For Official Use Only) Claim # \_\_\_\_\_

Please complete this entire section of the form. To process your claim, we must be able to contact you.

## Victim Information

Male  Female

Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
County \_\_\_\_\_ Safe Daytime Phone \_\_\_\_\_ Other Safe Phone \_\_\_\_\_

## Claimant Information

If victim is the claimant, write "SAME." If someone other than victim is filing, complete the entire section.

Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
County \_\_\_\_\_ Safe Daytime Phone \_\_\_\_\_ Other Safe Phone \_\_\_\_\_  
 Male  Female Relationship to Victim \_\_\_\_\_

## Crime Information

Date of Crime \_\_\_/\_\_\_/\_\_\_ Date Reported to Police \_\_\_/\_\_\_/\_\_\_ or Date PFA filed \_\_\_/\_\_\_/\_\_\_  
Was this a crime of domestic violence?  yes  no Did the crime involve a motor vehicle?  yes  no  
Did the crime occur at work?  yes  no  
Location of crime (street name and number) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
Police Department \_\_\_\_\_ Police Incident # \_\_\_\_\_  
Person(s) who committed the crime \_\_\_\_\_  
Briefly describe crime and injuries: \_\_\_\_\_  
\_\_\_\_\_

Please complete the section(s) for the benefit(s) you are applying for and provide as much of the requested information that you can at this time. The Program may request additional information once the claim is received.

### Benefit: Medical/Counseling Expenses

Did you incur medical expenses?  yes  no  
Did you incur counseling expenses?  yes  no  
*Provide itemized medical or counseling bills.*  
Do you have insurance to cover your medical/counseling expenses?  yes  no  
If **yes**, provide insurance benefit statements showing payment or rejection of payment for these bills.

### Benefit: Funeral Expenses/Loss of Support

Did you incur funeral expenses?  yes  no  
Did you receive any monies due to the death? (Veteran's benefits, life insurance, Social Security)  yes  no  
Were you or others financially dependent on the deceased victim?  yes  no  
Provide copies of the itemized funeral bills/receipts and statements of any benefits received.

### Benefit: Loss of Earnings

Did you miss work and lose pay?  yes  no  
Dates you missed work \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
Employer's name, address, and phone number:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Doctor's name, address, and phone number who can verify you missed work because of the crime:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Benefit: Stolen Cash

Did you have money stolen from you?  yes  no  
Amount of money stolen \$ \_\_\_\_\_  
One of the following benefits must be your main source of income to file for stolen cash. Check all that apply.  
 Social Security Benefit  Retirement/Pension(s)  
 Disability  Court-Ordered Child/Spousal Support  
Provide a copy of your monthly benefit statement for the month and year of the crime.  
Do you have homeowner's/renter's insurance?  yes  no  
If **yes**, provide a copy of your insurance declaration page.  
Are you required to file IRS tax returns?  yes  no  
If **yes**, provide a copy of your most recent tax returns.

## Victims Compensation Assistance Program Short Form

### Acknowledgement and Reimbursement Agreement

*The Acknowledgement and Reimbursement Agreement must be signed before the claim verification process will begin.*

My signature below signifies I understand each of the following statements or points of law:

The decision to approve my claim is that of the Program's. I may object to all or part of the Program's decision in writing within 30 days from the date of the decision. I must prove the exact amount of my losses before the Program will consider awarding compensation from the Crime Victims Compensation Fund. I may file for reimbursement for additional expenses incurred relating to the crime. My claim may be denied if I do not cooperate fully with law enforcement agencies, the courts, and the Program or maintain a valid address with the Program. If I were to make a false claim, it would be a criminal offense punishable as a misdemeanor under Section 11.1303 of the Crime Victims Act. If I were to make a false statement in this claim form with the intent to mislead the Program, it would be a criminal offense punishable as a misdemeanor under 18 Pa. C.S. 4904.

I understand that the Crime Victims Compensation Fund is the payer of last resort. I specifically agree to inform the Program of and repay to the Commonwealth any funds that I may receive from any other source that has not already been considered, as a result of the crime and to the extent of the award. That is, I agree to repay any funds that I receive from the offender, any other person or source, which compensates me for the injury I suffered, including any award for pain and suffering. I further agree that if the claim is at any time determined to be in error, false or fraudulent, I will refund to the Program all sums of money paid by the Program.

X \_\_\_\_\_

Claimant's Signature

Date

### Authorization to Obtain Information

*This Authorization to Obtain Information must be signed before the claim verification process will begin.*

I hereby authorize, in accordance with the privacy regulations under HIPAA (the Health Insurance Portability and Accountability Act, 42 USC § 1320d et seq.) any hospital, physician, health care provider or other person who attended or examined (print name of victim) \_\_\_\_\_; any funeral director or other person who rendered related services; any employer of the victim or claimant; any police or governmental agency, including state or federal taxing authorities; any insurance company; or any organization having relevant knowledge, to furnish to the Office of Victims' Services, Victims Compensation Assistance Program, any and all information in their possession with respect to the crime that is the basis for this claim. Copies of this authorization may be used in place of the original.

X \_\_\_\_\_

Claimant's Signature

Date

### Representation by Others

Are you represented in this matter by an attorney:

In filing this compensation claim?  yes  no      In a civil lawsuit?  yes  no      In an insurance action?  yes  no

### Referral

Who referred you to the compensation program?  Hospital  Prosecutor  Poster/Brochure  
 Police  Victim Service Program  Other (Identify) \_\_\_\_\_

### Victim Service Program Information

For assistance in filing your claim, please call the agency listed here.

If no agency is listed, please call (800) 233-2339 for assistance.

### Victim Statistical Information

The following information is used for statistical purposes only. This section is strictly voluntary.

Race:

White  Black  Hispanic  American Indian/Alaskan Native  Asian/Pacific Islander  Other

Country of Birth \_\_\_\_\_

Do you have a disability?

Yes  No      If yes, nature of disability:  Physical  Mental  Developmental Disability

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