**VOCA ELIGIBILITY REQUIREMENTS CHECKLIST**

 The following checklist is requirements used to determine the agency's eligibility to receive VOCA victim assistance funds. The information in this checklist relates to the agency's entire victim services and not solely the proposed VOCA project. Applicants must check every item separately.

***[ ]* Agency demonstrates record of effective direct victim services and support from sources other than the Crime Victims Fund (VOCA Victim Assistance Grant).**

***[ ]* Agency uses volunteers, unless agency requests a volunteer waiver from OCVS in accordance with VOCA guidelines.**

Agencies must utilize volunteers (which may include student interns) to provide victim services. OCVS may waive this requirement, provided that the program completes the Volunteer Waiver form and submits written documentation of its efforts to recruit and maintain volunteers, or otherwise demonstrates why circumstances prohibit the use of volunteers.

***[ ]* Agency promotes community efforts to aid crime victims.**

***[ ]* Agency assists crime victims in seeking available Crime Victim Compensation Benefits.**

***[ ]* Agency serves victims of federal crimes.**

Agencies must offer services to victims of federal crimes on the same basis as victims of state crimes.

I certify the above is a complete and accurate, and that the applicant agency complies with all VOCA eligibility requirements listed in the VOCA guidelines.

Signing Official’s Signature Date