

## Relocation Expenses and The Victims Compensation Assistance Program

### Eligible Relocation Expenses Include:

- New rent cost
- Storage expenses
- Professional moving company charges and van rental
- Mileage
- Public transportation.
- Lodging (up to \$75 per night)
- Utility connection fees
- Tolls/Parking
- Rental of passenger vehicle (up to \$30 per day)
- Gas reimbursement for official rental vehicles
- Rental application fee

***VCAP cannot provide funds for relocation up front. The expense must be incurred before the program can consider reimbursement.***

The \$1,000 maximum reimbursement amount is specified by law.

If you have any questions regarding eligibility or additional services, please contact VCAP.

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The Commonwealth's Victims Compensation Assistance Program (VCAP) is committed to helping victims and their families ease the financial burden crime imposes upon them. An individual, who as a result of a crime, needs to immediately relocate to protect their health and safety can be reimbursed for relocation expenses.

A maximum payment of \$1,000 per direct victim can be reimbursed for relocation expenses related to the crime. Relocation must occur within 120 days from the date of crime, or 120 days from the date the victim is threatened by any change of circumstance or indicator of danger. The relocation can be either temporary or permanent.

### **In order to consider reimbursement of relocation expenses, the following needs to be provided:**

Bills/receipts in the name of the victim that includes the name and address of the provider, the date of service, the type of service provided, and the amount charged for each service.

- A letter explaining the need for relocation from a human service agency, law enforcement, or medical provider. If a letter cannot be provided, provide the name and address of the agency and VCAP will contact them to verify the need for relocation.
- If relocation occurred beyond the 120 days from the date of crime, or change in circumstance, submit a letter explaining why the relocation was not done within 120 days.

### **The Payment Process:**

- All required documentation must be received before any payments can be processed. The quicker VCAP receives the requested information, the sooner any payments can be made by VCAP.
- If payment is owed to the provider, VCAP will send payment directly to the provider. Payments owed to the provider are released from the PA Department of Treasury within 2-4 weeks of being approved.
- If payment has been made by the victim/claimant, payment will be sent to the victim/claimant within 2 business days of being approved.