

# EMERGENCY ASSISTANCE FUND GUIDELINES

**Purpose:** To assist victims of violent crime in emergency situations in which health and/or safety are at risk when other resources are unavailable. The PRIMARY concern is to help decrease the emotional trauma as well as the financial burden to all innocent crime victims.

**Definition of Emergency:** That which is IMMEDIATE and a DIRECT RESULT OF THE CRIME that consequently leads to the need for services. The determination as to what constitutes an emergency is left to the discretion of the administering agency, under the guidance of the CVRC Grant Administrators.

**Important to Note:** This fund is **not** intended to be a substitute for victims' compensation, but rather to support immediate services to victims when **no** other resources are available.

The Victim Advocate/Service Provider is required to complete the request form and work with the victim to determine and eliminate viable resources first before accessing this fund.

**Allowable costs:** The maximum amount of emergency funding available to an individual victim cannot exceed \$2,000.00. Approved emergency fund requests are intended to support immediate health and/or safety needs. ER funds are once in a lifetime.

Category limits include:

- Eyeglasses or contacts
- Utilities (**deposits are ineligible**) gas, electric, water, telephone, etc. Arrears associated with the victimization are eligible and should be reasonable, upon approval by NMCVRC.
- Emergency counseling and mental health assessments
- Rent (one time only, deposits are ineligible) Arrears associated with the victimization are eligible and should be reasonable; victim must have plan to pay following month
- Mileage (not to exceed New Mexico State mileage rate)
- Per diem (not to exceed New Mexico State rate)
- Relocation expenses including moving, storage, hotel, etc. (**deposits are ineligible**)
- Crime scene clean-up, if no insurance (not to exceed \$2,000)
- Emergency food and clothing
- Emergency shelter/temporary housing
- Necessary and reasonable transportation costs to receive emergency crisis intervention services or medical services including prescriptions
- Necessary and reasonable ER fund expenses for secondary victims such as spouses and family members
- Legal assistance with orders of protection, emergency custody & visitation procedures, and civil legal assistance upon approval by NMCVRC. (not to exceed \$2,000)
- Repairs or replacement of items for the victim such as rekeying and lock replacement, broken/damaged doors, windows and some security costs, necessary for immediate health and safety

## UNALLOWABLE COSTS (under no circumstance can these be considered):

1. Long term housing, including ongoing rent and utilities.
2. Expenses related to recovering lost property.
3. Funeral or burial expenses.
4. Rental, utility and/or security deposits.

**Please DO NOT refer victims directly to the ER Administering Agencies. This is doing the victims a disservice since they will be directed to contact a victim service agency in their area who is more knowledgeable about local resources and who can assist them with the ER request.**