

COVA's VOCA Emergency Fund Reference Guide

The below grid shows some of the most common expenses covered by the COVA VOCA Emergency Fund and the documentation needed, along with the application, for those expenses.

The document that follows is “What You Need To Know About the VOCA Emergency Fund.”

- **Additional Documentation** – Must be submitted with all applications. Client **MUST** be listed on the payment documentation as account holder/tenant.

Type of Assistance	Documentation Needed	Helpful Hints
Childcare	Copy of current bill/invoice from licensed childcare facility.	Must be from a licensed provider.
Utilities	Copy of current utility bill.	Can only pay for basic utilities (e.g. water, gas, electricity). <i>Cannot pay for cable, internet, streaming services.</i>
Moving Expenses (truck rentals and moving companies)	Quote/Invoice from licensed moving company.	Not all moving companies accept third party payments (e.g. U-Haul, Penske). Ensure the quote/invoice is accurate by providing information such as number of rooms, supplies needed, heavy objects, etc.
Emergency Shelter/Hotel	Credit Card Authorization Form and copy of victim's ID. COVA can only pay room and tax, client will need a credit card for incidentals.	When no other safe residence is available.
Rent (Up to 3 Months) (funds dispersed one month at a time per advocate's e-mailed request)	Copy of full, current, and signed lease. If utilities are included in rent, please include current ledger.	Obtain lease/ledger directly from agency or landlord. They have full/signed/current copies while victims usually do not. <i>Cannot pay mortgage or deposits.</i>
Transportation (bus, plane, train tickets)	No paper documentation needed, but include on the application the method of transportation and date/time of departure.	Ensure that client has a place to stay/live once they arrive by confirming with shelter, family member, etc.
Hygiene and Basic Necessities (food, clothing, detergent, shampoo, toothbrush/paste, feminine products, diapers/wipes, etc.)	A basic grocery list. Ask what they need to get them through the month. (E.g. 2 gallons of milk, 1 carton of eggs, etc.)	We can reimburse Agency or order online and have items delivered. <i>Cannot pay for alcohol, tobacco, or cannabis product; gift cards, or luxury items.</i>
Short-term Nursing	Bill/Invoice from licensed nursing facility.	
Other: Call COVA! 303-861-1160	Official payment documentation showing amount due and client's name.	If the type of assistance client needs is not listed in this chart, call COVA staff and ask!

Submitting an Application

- To request a current Emergency Fund Application, e-mail or call COVA staff.
 - Do not disperse the form to victims/survivors/clients.
- Only victim advocates may request, fill out, and submit the Emergency Fund Application.
 - COVA will not accept applications filled out by crime victims/survivors or from agencies whose primary function is something other than serving victims of crime (e.g. homeless shelters, therapists, substance abuse programs, etc.).
- Completed applications, with appropriate documentation, are processed within 24 – 48 hours of submission. In the event of a safety emergency, call ahead, or right after the application has been submitted, and COVA staff will expedite.
 - Incomplete applications, or applications submitted without payment documentations, will not be processed in a timely manner.
- Every crime victim/survivor is unique and decisions on applications will be made on a case-by-case basis.

Payment Methods Upon Approval:

- Payments are made by check or by credit card.
 - Payments made by check are mailed via USPS and delivered in 5-10 days (in rare cases can take up to 2 weeks).
 - Credit card payments are made over the phone or through a payment website.
- Payments can be made directly to the vendor (e.g. landlords, utility companies, airlines, etc.).

OR

- Payments can be made to reimburse Victim Advocate or Agency/Organization with proof of payment.
 - No itemized receipts = no reimbursement.
 - Cannot reimburse victim or their family/friends.
 - Advocates must send an application to COVA and have it pre-approved prior to purchasing items.

Other

- This is a fund of last resort. COVA will not pay for needs that can be met through other sources, such as Victim Compensation, DHS services, etc.
- **Requests must be directly related to a recent VRA crime.** (Report to LE is not necessary.)
 - For example, client needs rental assistance because:
 - Ineligible: It's the slow season and they've only worked a few days.
 - Eligible: Perpetrator harasses them while at work and they've only worked a few days.
- COVA can assist with most types of assistance up to a month at a time.
 - For example, one month worth of groceries, utilities, childcare, etc.
 - Expenses must be reasonable and limitations will be set on a case-by-case basis.
- Cannot pay past due bills that pre-date the date of the crime.
 - Exceptions may be made when the past due amount is directly related to the victimization.
- Cannot pay for reimbursement for the following: Security deposit, mortgage payments, incidentals, or damage coverage (e.g. incidentals for hotels, damage coverage for a moving truck, etc.).

Questions? Call the COVA Office (8a.m.-5p.m., M-F): 303-861-1160
Emergencies Only After-Hours & Weekends Answering Service: 303-281-9427

Please email the completed application and accompanying payment documents to:
VictimEmergencyFund@coloradocrimevictims.org