

- (1) Completing the application online using the [CVC Portal](#) is the fastest way for an application to be considered for approval. If you experience any issues with the portal, email CVSSDportal@doj.state.or.us. There is an application specifically for homicide claims (this application also includes witness to homicide).
- (2) Creating a single CVC portal account for use by everyone in your office allows everyone access to the applications that were submitted to CVC.
- (3) If you are working with a victim of a compensable crime and they did not report to police or a medical/mental health provider, a protective order was not obtained and a sexual assault or strangulation kit exam was not conducted, they can apply for a counseling only benefit.
- (4) If the crime was reported to a medical or mental health provider, the provider section is required. CVC will send a verification form to the provider.
- (5) If the victim does not sign the application electronically, CVC will need a signed release. The release is located in the [CVC Portal](#). For CAC's, please notify CVC if the applicant signs the application electronically, we will not continue to request signature pages.
- (6) If the victim is deceased or a minor child is under 14 (applicant must be responsible for the child) then the applicant section is required. Minors 14 and older can apply on their own. The applicant must be the child's legal guardian or in cases of homicide, the person financially responsible for the funeral or next of kin.
- (7) If the victim missed worked due to the crime, the Loss of Earnings (LOE) section should be filled out completely. CVC will need this information to request verification of employment. If the victim missed more than 2 weeks of work, then a work release will be requested from the doctor or therapist and CVC will expedite the claim (if we have a police report or lead detective contact information). If a guardian of a minor victim is requesting the new lost wages benefit, please contact the assigned claims examiner through the [CVC Portal](#).
 - If a dependent of a deceased victim is requesting Loss of Support, the Loss of Support (LOS) section must be filled out on the application. The "applicant" on the application, should be the dependent or spouse of a deceased victim.
- (8) If there is anyone that the victim would like CVC to talk with about their application, they should add this person to the "optional contact" section. CVC can only talk to people who are listed on the application. For CAC's this is the parent/guardian section of the application.

- (9) If you are assisting the victim with their application, your name and contact information should be added to the “advocate information” section. If the application is submitted in the CVC portal, this will automatically be filled in with your login. CVC will send you the CV number once the application has been imported into our system. Once you receive the CV number, documents (bills, signature pages, police reports, etc.) can be uploaded through the CVC portal (if the victim provided you with bills/statements these should be uploaded at this time).
- (10) If the victim saw a mental health provider for crime related treatment, the information in the “counseling information” section should be filled out. CVC can send a counseling packet to the therapist. After determination the victim will have the opportunity to upload bills and invoices for CVC to review for payment.
- (11) If you have questions about CVC prior to submitting an application, please email advocateinquiries@doj.state.or.us. If you have a question regarding a specific claim, please email the assigned examiner through the [CVC Portal](#).

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