



## Loss of Earnings and The Victims Compensation Assistance Program

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, is unable to work may be compensated for their loss in pay. A maximum payment of \$15,000 per victim can be reimbursed for loss of earnings related to the crime.

### **Eligible Loss of Earnings Include:**

- An employed victim who loses income from work as a result of the mental or physical injuries sustained in a crime, including those who are self-employed.
- A victim whose Unemployment Compensation benefit is terminated due to the crime injury.
- A victim who takes time off from work to attend/participate in criminal justice proceedings, court, protection from abuse hearings, and efforts to aid the investigation.
- A victim who takes time off from work to attend crime related medical/counseling appointments.
- A victim who is unemployed at the time of the crime but has been hired for employment and is unable to start work due to the crime injuries.

### **To be considered for reimbursement of lost earnings, the following needs to be provided:**

- The full name, address and telephone number of the victim/claimant's employer. VCAP will contact the employer to verify the missed time due to the crime.
- Copies of two pay stubs immediately prior to the crime. If pay stubs are not available, W2 forms or most recently filed IRS tax returns, including schedules can be submitted.
- Documentation of any pay received such as paid sick, vacation, personal or disability pay received during the time missed from work.
- Documentation of food stamps or cash assistance received during the time missed from work
- If requesting more than two weeks of loss of earnings for a mental or physical disability, provide the name, address, and telephone number of the medical provider who can certify your inability to work. VCAP will contact the provider to verify the time period you were unable to work due to the crime injuries.
- If requesting loss of earnings to attend court proceedings, provide a copy of the subpoena or a letter from the appropriate court official or advocate that verifies attendance.

### **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.
- Payment will be sent to the victim/claimant. Payments owed to the victim/claimant, up to \$5,000, are released within 2 business days of being approved. Any remaining portion above \$5,000 is released from the PA Department of Treasury within 2-4 weeks of being approved.

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

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