

# CRIME VICTIM ASSISTANCE PROGRAM

## Immediate Family Member Application

The Crime Victim Assistance Program (CVAP) provides benefits to **Immediate Family Members** of an injured or deceased victim of violent crime in accordance with the *Crime Victim Assistance Act* and its regulations.

The program may also provide benefits to **Victims of violent crime**, as well as **Witnesses** to the crime with a close personal relationship to the victim.

This application package consists of:

- an instruction guide
- the application form required
- summary of benefits

The instructions provided in this package follow the basic steps you will need to know to complete your application.

### Before You Apply

#### WHO MAY USE THIS APPLICATION?

This application package is designed for an **Immediate Family Member** of an injured or deceased victim of violent crime. Under the *Crime Victim Assistance Act*, an Immediate Family Member may include the spouse, child, parent, or sibling of a victim who has been injured or died as a result of a prescribed offence. An Immediate Family Member may also include a grandparent or grandchild if financially dependent on the victim.

If this definition does not apply to you, please see the application packages for [Witnesses](#) or [Victims](#).

#### THE CRIME VICTIM ASSISTANCE PROGRAM WILL NOT COVER

- injuries or loss sustained from motor vehicle accidents
- injuries or loss sustained at work, and which are covered by WorkSafeBC
- claims for pain and suffering
- lost or stolen personal property
- injuries sustained from an offence occurring outside of B.C. or prior to July 1, 1972

#### WHAT TYPES OF BENEFITS DOES THE CRIME VICTIM ASSISTANCE PROGRAM PROVIDE?

Benefits that may be available to Immediate Family Members include:

- counselling
- prescription drug expenses
- transportation and related expenses
- funeral expenses
- bereavement leave
- income support
- crime scene cleaning
- loss of parental guidance

The Crime Victim Assistance Program will only provide benefits that are not covered by other programs (e.g., EI, ICBC, extended health coverage, personal insurance).



# INSTRUCTION GUIDE

## FILLING OUT THE APPLICATION

The application package is available in PDF format at [www.gov.bc.ca/crimevictimassistance](http://www.gov.bc.ca/crimevictimassistance). To download the appropriate viewer, visit <http://get.adobe.com/reader>.

Print versions of the application form are available from the Crime Victim Assistance Program or a local victim service program.

A local victim service program can help you complete this application. To locate a program near you, call VictimLink BC toll-free at **1-800-563-0808**.

## BE COMPLETE AND ACCURATE

Complete all sections. If your application is incomplete, it may be returned to you and this will delay the processing of your application.

## COMPLETING THE FORM

You must answer all the questions on this application form unless indicated otherwise.

1. Download and fill out the application form on a computer. You also have the option of saving your form and completing it later.
2. If you are completing the application form by hand, please use blue or black pen, and print clearly.
3. If you have completed this form on your computer, print all pages of your application form.
4. You must sign and date both the Authorization and Declaration in Sections 7 & 8. Applications without the required signatures will be returned to you.
5. Mail the original application and any attachments to:  
Crime Victim Assistance Program  
PO Box 5550, Stn Terminal  
Vancouver, BC V6B 1H1
6. If your address or telephone number changes after submitting this application, please inform the Crime Victim Assistance Program by calling **1-866-660-3888**.

For additional questions, please contact the Crime Victim Assistance Program at **604-660-3888** or toll-free in B.C. at **1-866-660-3888**.

For more information, see the Government of British Columbia website at [www.gov.bc.ca/crimevictimassistance](http://www.gov.bc.ca/crimevictimassistance) or query "cvap bc" using your internet search engine.

# IMMEDIATE FAMILY MEMBER APPLICATION FORM

Claim # \_\_\_\_\_

PIN # \_\_\_\_\_

## SECTION 1 - IMMEDIATE FAMILY MEMBER INFORMATION (APPLICANT)

Applicant's Name			<input type="checkbox"/> Female		
(Last)	(First)	(Middle)	<input type="checkbox"/> Male		
Other Names Used (e.g. nickname, maiden name, alias)			Date of Name Change		
(Last)	(First)		Year	Month	Day
Social Insurance Number		Birthdate		Occupation	
		Year	Month	Day	
Relationship to Victim					
<input type="checkbox"/> Spouse <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Child <input type="checkbox"/> Sibling                   Other _____					
Mailing Address (Apt No, Street Number, Street Address, PO Box)					
City		Province		Postal Code	
Primary Phone Number		Alternate Phone Number		E-mail	
Alternate Mailing Address (e.g., the address of a family member) in case mail sent to the address above is returned to us.					
City		Province		Postal Code	

## SECTION 2 - VICTIM INFORMATION

Victim's Name			<input type="checkbox"/> Female		
(Last)	(First)	(Middle)	<input type="checkbox"/> Male		
Other Names Used (e.g., nickname, maiden name, alias)			Date of Name Change		
(Last)	(First)		Year	Month	Day
Social Insurance Number		Birthdate		Occupation	
		Year	Month	Day	
Marital Status					
<input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single					
Most Recent Mailing Address (Apt No, Street Number, Street Address, PO Box)					
City		Province		Postal Code	
Primary Phone Number		Alternate Phone Number		E-mail	



**One-Year Time Limit**

Applications to CVAP must be submitted within one year of the date of the incident. An explanation is required to determine if the time limit can be extended. The one year time limit does not apply if the applicant is a minor (under 19 years old).



**Police Force/Police File Number**

This information is needed by CVAP to access the police report about the incident.



**Court File Number/Court Location**

This information is needed by CVAP to access court records about the incident.

Claim # \_\_\_\_\_

PIN # \_\_\_\_\_

### SECTION 3 - CRIME INFORMATION

Please indicate the type of crime that occurred (e.g., home invasion, assault).		If the crime occurred over a period of time, please provide the approximate dates (e.g., Sept 2001 – Dec 2002).	
Type of Crime:		Date of Crime:	
Is this application being filed within one year of the date of the crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If no: Briefly explain why you did not apply sooner (see reverse for explanation).			
Location(s) of Crime:  City/Towns:			
Which police force is handling the investigation?			
Police File Number:		Name of Investigating Officer (if known):	
Name of the person who allegedly committed the crime (if known): (Last) (First) (Middle)			
Relationship of offender to victim (if any):		Has the alleged offender been charged? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Court File Number (if known):		Court Location:	
Have you sued the alleged offender(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: File # Court Location		Do you intend to sue the alleged offender? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided	
Is the victim deceased as a result of the crime? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date of death: (Month/Day/Year)	
Briefly describe how the incident occurred, in your own words. Please complete this section even if you have provided a statement to the police.			
If you have additional information, please attach a separate sheet.			



**Health Plan Coverage**

CVAP will only pay expenses or provide benefits that are not already covered by your existing health plan.



**Benefits available through CVAP**

Please refer to the complete Summary of Benefits available to Immediate Family Members included on the last page of this application package.

**Original receipts** are required for expenses not covered by your extended health or other insurance plan.

## SECTION 4 - MEDICAL INFORMATION

This section provides information regarding any medical treatment you received as a result of the crime.

Do you have medical services coverage (e.g., a BC Services Card or BC Care Card)? <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes: Provide your personal health number.</i>
Do you have other health coverage? (e.g., Blue Cross) <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If yes: Provide your extended health plan number and provider.</i>
Do you have a family doctor who has been treating you as a result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>If yes: Family Doctor's Name</i>		Phone Number
Address (Apt No, Street Number, Street Address, PO Box)		
Please indicate any counsellor/therapist who has been treating you as a result of the incident.		
Name		Phone Number
Address (Apt No, Street Number, Street Address, PO Box)		

## SECTION 5 - EXPENSES AND BENEFITS

This section provides information regarding any expenses or benefits you wish to claim. Please keep receipts for all expenses you are claiming. The program will require you to submit original receipts. For further information please see the Summary of Benefits available to Immediate Family Members.

<p>Please check all that apply:</p> <p><input type="checkbox"/> Counselling services</p> <p><input type="checkbox"/> Transportation to obtain counselling</p> <p><input type="checkbox"/> Prescription drug expenses</p> <p>If the victim is deceased as a result of the crime, please indicate which additional expenses or benefits you wish to claim:</p> <p><input type="checkbox"/> Funeral expenses</p> <p><input type="checkbox"/> Bereavement leave</p> <p><input type="checkbox"/> Income support</p> <p><input type="checkbox"/> Loss of parental guidance</p> <p><input type="checkbox"/> Vocational services or training</p> <p><input type="checkbox"/> Transportation to attend legal proceedings</p> <p><input type="checkbox"/> Childcare</p> <p><input type="checkbox"/> Homemaker services</p> <p><input type="checkbox"/> Crime scene cleaning</p>
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**Lost Wages or Income**

If you are claiming benefits for lost wages or income, we will need to verify your employment.



Claim # \_\_\_\_\_

PIN # \_\_\_\_\_

**SECTION 5 CON'T - EXPENSES AND BENEFITS**

If the victim is deceased as a result of the crime, please provide contact information for your employer, if applicable.

Have you missed work as a result of the death of the victim? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes: Provide days of work missed</i>	
From:	To:
Name of Company/Organization	Phone Number
Address (Apt No, Street Number, Street Address, PO Box)	
Name of Contact Person	
Have you, or will you, receive financial or other benefits from any of the following: <input type="checkbox"/> Life insurance/death benefits <input type="checkbox"/> Disability plan benefits <input type="checkbox"/> Employment Insurance benefits <input type="checkbox"/> Social Assistance <input type="checkbox"/> Canada Pension Plan benefits <input type="checkbox"/> Aboriginal Affairs and Northern Development Canada <input type="checkbox"/> An award from any civil court action <input type="checkbox"/> Other (please specify): _____	

**SECTION 6 - APPLICATION ON BEHALF OF IMMEDIATE FAMILY MEMBER**

DO NOT complete this section if you are a Victim Service Worker or other person who is helping the applicant to complete the application form. Complete this section if you are a parent, legal guardian, or legal representative signing this application form on behalf of the applicant.

Person completing the application (Last) _____ (First) _____ (Middle) _____		
Mailing Address (Apt No, Street Number, Street Address, PO Box)		
City	Province	Postal Code 
Phone Number	E-mail	
Are you an immediate family member? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes: What is your relationship to the applicant? (e.g., mother)</i>	
Are you a legal representative? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes: What is your authority? (e.g., Public Guardian and Trustee)</i>	
Note: <i>If you are not the natural or adoptive parent of the applicant, please attach a copy of any court order or other document that is proof of guardianship/trusteeship.</i>		



Claim # \_\_\_\_\_

PIN # \_\_\_\_\_

## SECTION 7 - DECLARATION

Your application will be returned if this section is not signed and dated.

Information supplied on this form is necessary to determine your eligibility for benefits, and is collected under the authority of Section 6 of the *Crime Victim Assistance Act*. Any information collected will be used only for the purposes of adjudicating your claim for benefits.

By signing this section you declare that the information you have provided on this application is true and correct. It is an offence to provide false or misleading information on this application and may lead to prosecution. If it is discovered at a later time that false or misleading information has been provided on this application form, you may be required to repay to CVAP any benefits received.

I, \_\_\_\_\_, (*please print*) submit this application in support of a claim for benefits available to Immediate Family Members under the *Crime Victim Assistance Act*, and declare the information provided in this application for benefits is true and correct.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(*Month/Day/Year*)

**\* Your application will be returned if this section is not signed and dated.**



**Read this authorization before you sign**

The information provided on your application to CVAP will only be used to assess your eligibility for benefits.



**Applicant's Signature**

If you are a parent, legal guardian or legal representative applying on behalf of the Immediate Family Member, you may sign this authorization as the applicant.

## SECTION 8 - AUTHORIZATION

This section authorizes the Crime Victim Assistance Program to contact the persons and organizations listed so that we may process your claim for benefits. Your application will be returned if this section is not signed and dated. You may be required to submit other authorizations that are needed to process your claim. If you have any questions about the collection and use of the information gathered by the Crime Victim Assistance Program, please contact the program at (604) 660-3888 or toll free in B.C. at 1-866-660-3888.

I, \_\_\_\_\_, (please print) hereby authorize:

1. The doctor, dentist, optometrist, chiropractor, or other health care professional who treated my injuries (physical and/or psychological) to give the Crime Victim Assistance Program, on request, medical or other reports regarding my injuries, treatment or other information relevant to this application;
2. The police or other law enforcement authorities to give the Crime Victim Assistance Program, on request, a copy of police reports, statements, incident reports or other information relevant to this application;
3. The Workers' Compensation Board of BC or other authority from which the victim received or will receive or will be eligible to receive payments from provincial, federal or other jurisdictions' funds to give the Crime Victim Assistance Program, on request, information relevant to this application;
4. My employer(s) or similar authority to give the Crime Victim Assistance Program, on request, information as to my employment, earnings, benefits or other information relevant to this application;
5. Any accident, disability, sickness, life insurance/assurance company or private pension scheme or extended health benefits scheme from which payments or services were received or will be received to give the Crime Victim Assistance Program, on request, information relevant to this application;
6. Human Resources and Skills Development Canada or Aboriginal Affairs and Northern Development Canada or any other authority from which payments were received or will be received to give the Crime Victim Assistance Program, on request, information relevant to this application;
7. The Canada Employment Insurance Commission or the Canada Pension Plan or similar employment insurance and pension plans from other jurisdictions, to give the Crime Victim Assistance Program, on request, information as to benefits received or to be received relevant to this application; and,
8. Canada Revenue Agency or other similar agency in any other jurisdiction, to give the Crime Victim Assistance Program, upon request, information as to my employment income.
9. The Ministry of Children and Family Development (MCFD) to give the Crime Victim Assistance Program, on request, a copy of information relevant to this application.

I understand that the Crime Victim Assistance Program may notify the above authorities that I have submitted an application for benefits pursuant to the *Crime Victim Assistance Act*.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Month/Day/Year)

Claim # \_\_\_\_\_

PIN # \_\_\_\_\_

## SECTION 9 - OPTIONAL AUTHORIZATION

CVAP staff requires your written permission to discuss the information in your file with other persons.

Please complete this section if you want to allow program staff to discuss your file with another person, such as a family member or victim service worker.

This is the authorization (written permission) to discuss your file with another person.

I, \_\_\_\_\_, *(please print)* hereby authorize the Crime Victim Assistance Program staff to discuss my claim with \_\_\_\_\_  
*Name of authorized person you allow program staff to talk to (print clearly)*

Authorized Person's Phone Number

Authorized person's relationship to you (applicant)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(month/day/year)*

Agency Name and Address

## SUMMARY OF BENEFITS

The Crime Victim Assistance Program (CVAP) helps Victims of violent crime, Immediate Family Members of victims, and Witnesses affected by violent crime. Benefits provided by CVAP offset financial loss and assist in recovery from injuries. This summary focuses on benefits available to Immediate Family Members.

<b>Benefits:</b>	<b>For:</b>	<b>Examples:</b>
Counselling services or expenses	Immediate Family Members who need counselling to recover from the psychological injury caused by the crime	<ul style="list-style-type: none"> <li>counselling sessions</li> </ul>
Prescription drug expenses	Immediate Family Members who need prescription drugs to recover from the psychological injury caused by the crime	<ul style="list-style-type: none"> <li>medications prescribed by a doctor</li> </ul>
Transportation and related expenses, and transportation related childcare	Immediate Family Members who have to travel some distance to obtain counselling or vocational services provided as CVAP benefits. Immediate Family Members of deceased victims who have to travel over 100 km to attend legal proceedings regarding the death	<ul style="list-style-type: none"> <li>transportation expenses such as bus fare, air fare, or mileage expenses</li> <li>meals and accommodation</li> <li>childcare while attending appointments</li> </ul>
Funeral expenses	Immediate Family Members of deceased victims who have to pay for funeral and related costs	<ul style="list-style-type: none"> <li>costs involved in the funeral service, burial, cremation, or related ceremony</li> </ul>
Bereavement leave	Immediate Family Members of deceased victims who lose earnings from taking time off work for the funeral or other matters related to the victim's death	<ul style="list-style-type: none"> <li>an amount to help offset the loss of earnings</li> </ul>
Income support	Spouses of deceased victims Children of deceased victims Other immediate family members of deceased victims if they were financially dependent on the victim	<ul style="list-style-type: none"> <li>monthly payments to assist in financially supporting the immediate family member</li> </ul>
Loss of parental guidance for a minor child	Children of deceased victims who were under 19 when their parent was killed	<ul style="list-style-type: none"> <li>a set amount as a contribution towards loss of parental guidance</li> </ul>
Vocational services or expenses	Spouses of deceased victims who need training or education to prepare for employment or improve their earning capacity (and who are eligible for income support benefits from CVAP)	<ul style="list-style-type: none"> <li>education and training courses</li> <li>programs to improve skills and qualifications</li> <li>programs to prepare for, or find, employment</li> </ul>
Childcare services or expenses (see also transportation)	Spouses of deceased victims who need to pay for childcare because there is no one in the household to share this responsibility	<ul style="list-style-type: none"> <li>childcare</li> </ul>
Homemaker services or expenses	Spouses of deceased victims who need to pay for homemaker services because there is no one in the household to share household tasks	<ul style="list-style-type: none"> <li>help with shopping, cleaning, cooking, and other household tasks</li> </ul>
Crime scene cleaning	Immediate Family Members of deceased victims who need specialized cleaning of the victim's home or vehicle, or their own home or vehicle, because the crime was committed there	<ul style="list-style-type: none"> <li>specialized cleaning and disinfecting of contaminated areas</li> <li>replacement of contaminated flooring, wall covering, or other built-in features</li> </ul>

