

SUPPLEMENTAL (ADDITIONAL) EXPENSES **(37 Pa Code §411.11 & §411.18)**

Who?

A victim or eligible claimant who has additional crime related expenses, loss of earnings, or loss of support subsequent to his or her initial claim which was previously filed with and paid by the Program.

What?

Up to the remaining maximum(s) from the previous award(s). For example, if a victim previously received \$8,000 in lost wages in previous awards, he/she may be eligible for an additional \$7,000 in lost wages as the maximum is \$15,000.

How?

A claimant may make a request for a supplemental award at any time after receiving the first award, provided that the claimant has not received the maximum payable under the law. The claim number assigned to the original claim should be referenced in the written request for reimbursement of additional expenses or on the bill(s) submitted for consideration. A NEW CLAIM FORM IS NOT REQUIRED.

An advocate can enter a supplemental bill in DAVE and then fax the bill to the VCAP. To aid in the processing, write the claim number in large numbers on the first page (or cover page if faxing) to ensure it will be given to the assigned VCAP staff member immediately. If all documents and verification have been completed for the expense on a prior award, no further action is required beyond submitting the additional bill(s) or receipt(s).

Example: *A victim has been receiving counseling that has been verified for one year. Prior awards were paid through the first six months. The victim is now submitting itemized bills for the last six months. Because this service has already been verified no further action is required. An award will be made up to cap.*

Example: *The same victim in the above example is now also filing for loss of earnings for the first three months after the crime. Since this expense is new, all the required documents for loss of earnings (i.e., paystubs or W-2s, doctor certification, employer verification, offsets, etc.) would also need to be submitted with the supplemental claim.*

All bills for services submitted for a supplemental award will be verified by the Program to determine that they are directly related to the crime incident.

Please see the relevant chapter(s) in this manual for a list of the required documentation.

Supplemental Expenses Q & A

- Q** Is there a time limit to file for additional expenses after an initial award is made?
- A** *No, as long as the expenses can be verified as crime related.*
- Q** Two years ago, a victim received compensation for an assault. Recently, however, he required surgery due to a complication of his injuries. Does he need to file another claim form and will he be assigned a new claim number?
- A** *No. Since the surgery is required as a result of injuries sustained during the crime upon which the original claim was based, a new claim is not filed, and the same claim number is used.*
- Q** Three years ago, a victim received compensation for an assault. He was recently assaulted while attending a baseball game. Does he need to file another claim form and will he be assigned a new claim number?
- A** *Yes, the victim would complete and submit a new Claim Form and file an entirely separate claim since this is a new crime and will receive a new claim number.*
- Q** A victim has received the maximum amount of \$35,000 in compensation for medical expenses. Since two eligible crimes were charged against the offender for the same incident, can the victim file a supplemental or (another new claim) for the other charge?
- A** *No, a claim can only be filed per crime, not per criminal charge.*
- Q** A victim received the maximum award for a specific benefit. A few years later, legislative changes raised the maximum payable for this. Can the victim now file for additional expenses incurred related to that benefit?
- A** *No. Changes to VCAP become effective for crimes occurring on or after the date the changes are passed. The date of the crime is normally the determining factor versus the date of filing.*