



KEN PAXTON
ATTORNEY GENERAL of TEXAS

INSTRUCTIONS FOR PRIORITY PROCESSING

All priority processing requests should include the following:

- A complete signed application;
- A written statement from the applicant or advocate explaining the reason the application is under undue hardship, meaning those things that the applicant has suffered that resulted in critical financial and/ or medical needs;
- Supporting documentation related to the undue hardship;
- A copy of the offense report (if accessible), name and contact for the assigned investigator. If an offense report is not accessible, CVC will request upon receiving the application.

PRIORITY PROCESSING EMAIL ADDRESS: CVCPP@oag.texas.gov

Funeral

- Funeral purchase agreement signed by the claimant and including the provider's Tax I.D number (if not available the FPA can be emailed at a later time).

Relocation

- A signed Relocation and Rental Assistance Acknowledgement Affidavit;
- A completed and signed **Relocation Expense Worksheet** (expenses for moving);
 - If moving company or rental truck is to be used, provide a professional estimate from the moving/storage provider.
- A completed and signed lease agreement or a completed and signed Letter of Intent (the contract/letter from the apartment complex/landlord on company letter head);
- If the landlord is to be paid directly, provide landlord's name or company to be paid, address, phone number and Federal Tax I.D. number
- Copies of receipts indicating out pocket expenses directly related to relocating as a result of the crime (as reported on **Relocation Expense Worksheet**).

Medical

- Related medical documents such as medical bill(s) or dental estimate. For priority counseling services or rehab services, provide name of provider of service, contact person, phone and fax number for provider.

Loss of Earnings

- Employer information, address, name, phone and fax number;
- completed and signed Travel/Appointment (Lost Wage) Verification Form if available;
- Related medical information, name of doctor/ hospital, contact person, phone and fax number;
- If self-employed, a copy of the applicant's most recent tax return as issued by the IRS (copies can be requested via phone 1-800-829-1040, or obtain at your local IRS office), or a copy of applicant's most recent Form 1099.

Loss of Support

- Name, social security number, date of birth of dependents (children);
- Offender's social security number;
- If offender is self-employed, a copy of the offender's most recent tax return as issued by IRS, or a copy of offender's most recent Form 1099.

PLEASE NOTE: For incidents involving motor vehicles, the victim's vehicle insurance information must be submitted. If the victim is uninsured, a statement attesting to that fact should be provided. Please refer to the Collateral Source Vehicle Affirmation Form.

In order to be effective when processing an application as a priority, it is necessary to email all of the required documentation and information, as stated above to CVCPP@oag.texas.gov. If all the documentation and information is not received the request to expedite a claim will not be approved and the application will be processed as a regular application. Please keep in mind that the purpose of requesting the required information is to expedite the application and provide payment to the applicant and/or on behalf of the applicant in a timely manner.

PLEASE REMEMBER: Priority Processing is only a request to expedite an application on making an Eligibility decision. If the application is approved, the benefits being sought can be addressed with the Awards Case Manager once the application has been processed and assigned.

If you have any questions, please feel free to contact:

Denise Hoelting (512)936 -1255

denise.hoelting@oag.texas.gov

OR

Cindy Aranda (512) 936-1259

cindy.aranda@oag.texas.gov