[Name of practitioner]

[Organisation details]

[Address or other contact details]

Dear Victims of Crime Financial Assistance Scheme

**Supporting information for [Insert victim’s full name]**

This letter is to provide supporting evidence for the above victim-applicant in their application to the Victims of Crime Financial Assistance Scheme (FAS) and includes information about the:

*[Delete any that are not applicable]*

* violent act
* injury suffered
* exacerbation of a previous injury
* reason for delay in applying to the FAS
* special circumstances for not reporting the violent act to police
* need for counselling expenses for up to 20 sessions
* exceptional circumstances and need for recovery expenses
* further assistance needs for a FAS or Victims of Crime Assistance Tribunal (VOCAT) variation application.

## Violent act *(required)*

[Please provide details about the violent act]

**Injury suffered *(required)***

[Please provide details about the injury that the applicant suffered as a direct result of the violent act. If applicable, please provide detail of any exacerbation of a pre-existing injury]

## Reasons for delay in applying to the FAS *(delete if not applicable)*

[Please provide details about the reasons why the applicant did not apply to the FAS within the relevant time limits]

## Special circumstances for not reporting the violent act to police *(delete if not applicable)*

[Please provide details about the applicant’s special circumstances for not reporting the violent act to police]

## Need for counselling expenses for up to 20 sessions *(delete if not applicable)*

[Please provide details of the applicant’s need for counselling services, including an explanation of the psychological injury they have suffered as a direct result of the violent act]

## Exceptional circumstances and need for recovery expenses *(delete if not applicable)*

[Please provide details about the applicant’s exceptional circumstances and how the recovery expense(s) will assist the applicant in their recovery from the violent act]

## Further assistance needs for a variation application *(delete if not applicable)*

[Please provide details about how the further assistance will help the applicant in their recovery from the violent act]

# Declaration

I understand that this letter is to assist the Victims of Crime Financial Assistance Scheme (FAS) to make decisions about financial assistance for the applicant, and that I have an overriding duty to assist the FAS impartially.

I have made all inquiries that I believe are desirable and appropriate, have brought all relevant matters to the FAS’s attention and have not omitted matters of significance.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualification** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registration details (if relevant)**

[Please provide details of the body which registers your profession, your current membership to that body, and any other relevant qualification or experience details where relevant]

**Information and requirements**

**Social or support workers can use this template to provide evidence about a FAS applicant’s personal situation or circumstances in support of their application.**

When an applicant or their Authorised Representative has requested you to prepare evidence for the purposes of supporting their FAS application, the FAS suggests that you use the above letter template to assist you to provide the required information.

Once completed, you must provide this letter to the applicant or their Authorised Representative to upload into the FAS Portal as part of their application. You cannot provide this letter directly to the FAS.

**PLEASE NOTE:**

Please complete all sections of the template that are marked as required, and then complete the other sections that are applicable to the applicant’s circumstances.

For example, if you are providing this letter as evidence of the applicant’s special circumstances for not reporting the violent act to police, please complete the ‘violent act and injury’ section and the ‘special circumstances for not reporting’ section of the template and delete the other sections.