



Recommendation for application to Victims Services

A child or young person who has been the victim of a physical assault, sexual assault or domestic violence may be eligible for support from Victims Services.

An out-of-home care (OOHC) service provider that believes a person in a placement may be eligible for Victims Services support is to make a recommendation to the Department of Communities and Justice (DCJ). The recommendation is to include all relevant evidence and information held by the service provider.

DCJ will review the material and any additional information it may hold. If it is determined that the case meets the criteria, DCJ will lodge an application with Victims Services.

NSW Victims Support Scheme

The [NSW Victims Support Scheme](#) provides a range of supports to victims of crime in NSW including:

- Information, referrals and advice
- Counselling
- Financial assistance for immediate needs
- Financial assistance for economic loss
- Recognition payment

Information required for a recommendation

The type of support available and the extent of any financial assistance is dependent on individual circumstances. For example, the nature of the violence and whether an assault was part of a series of related acts. Therefore it is important to provide as much information as possible to ensure the victim receives their maximum entitlements.

Service providers may complete this document as a cover letter for their recommendation or use it as a checklist of information to be provided to DCJ.

A separate recommendation is required for each victim even if they relate to the same event.

Further information

For information about Victims Services refer to <https://www.victimsservices.justice.nsw.gov.au/>

For information about the process for making a recommendation to DCJ refer to [Supporting Victims of Crime – NGO Guidelines](#) or contact your Child and Family District Unit (CFDU). Contact details for CFDUs can be found on the DCJ website <https://www.facs.nsw.gov.au/about/contact/CFDU>.



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Service provider details

Agency name	
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Victim details

Name	
Date of birth	
ChildStory number	
Identifies as Aboriginal or Torres Strait Islander (Yes/No)	

Incident details

When the offence occurred (Incident date(s) or date range with all possible dates when the act(s) of violence may have occurred)
Where the offence occurred (Suburb as a minimum requirement)
Offender details. Provide as much information as is available including any relationship to the victim. E.g. John the neighbour.
Brief description of the offence e.g. walking home and was assaulted by two men who held a knife to my throat and stole my wallet. Or, was sexually assaulted between 2002 and 2005. Do not just enter 'see police statement'.
Who was the matter reported to? E.g. Police, DCJ, health professionals or support service.



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Supporting documents and additional information

Attach any supporting documents or reports relating to the offence, injury and treatment including those from, or relating to:

- Police (include COPS events or NCRC No)
- Health professionals – GP, specialist, hospital, counsellors, NSW Health Services? Note that medical evidence could include documents relating to admission, consultation or treatment.
- Support services required by the victim
- Economic loss including loss of earnings, damage to clothing or personal effects, medical or justice related expenses.

Any additional information you think may be relevant to the recommendation.