

<b>Primary Documentation – <u>Category A</u></b>	<b>Secondary Documentation – <u>Category B</u></b>	<b>Advocacy Assessment – <u>Category C</u></b>
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**VICTIM OF DOMESTIC VIOLENCE (VDV) 1 document from each category (A, B and C) is required, unless otherwise specified**

1	<p><u>Order of Protection (OOP)*: Criminal Court</u> documenting a criminal offense of physical violence or threat of violence against victim. [Must be valid at time of Emergency Transfer request.] ‡ ‡ <b>If for a Serious Felony**, no document required from Category B.</b></p>	<p><u>Order of Protection (OOP)*: Criminal Court</u> documenting a criminal offense of physical violence or threat of violence against victim. [A non-exclusionary OOP can be expired, but issuance date of OOP must be no older than <b>12 months</b> prior to the Emergency Transfer request.] ‡ ‡ <b>Must name same perpetrator or associates as document in Category A, but must be for a different incident.</b></p>	<p><u>Emergency Transfer Referral Package</u> from Safe Horizon</p>
2	<p><u>OOP*: Family Court</u> – and a copy of the Family Court Petition indicating alleged physical violence or threat of violence against victim. [Must be valid at time of Emergency Transfer request.] ‡ ‡</p>	<p><u>OOP*: Family Court</u> – and a copy of the Family Court Petition indicating alleged physical violence or threat of violence against victim. [A non-exclusionary OOP can be expired, but issuance date of OOP must be no older than <b>12 months</b> prior to the Emergency Transfer request.] ‡ ‡ <b>Must name same perpetrator or associates as document in Category A, but must be for a different incident.</b></p>	<p><u>Emergency Transfer Referral Package</u> from either the NY District Attorney or US Attorney</p>
3	<p><u>Police Report (Complaint 61)</u> documenting a criminal offense of physical violence or threat of violence against victim [Incident must be no older than <b>6 months</b> prior to the Emergency Transfer request.] ‡ ‡ <b>If for a Serious Felony**, no document required from Category B.</b></p>	<p><u>Police Report (Complaint 61)</u> documenting a criminal offense of physical violence or threat of violence against victim [Incident must be no older than <b>12 months</b> prior to the Emergency Transfer request.] ‡ ‡ <b>Must name same perpetrator or associates as document in Category A, but must be for a different incident.</b></p>	
4	<p><u>Police Domestic Incident Report (DIR)</u> documenting a criminal offense against victim [Incident must be no older than 6 months prior to the Emergency Transfer request.] ‡ ‡ <b>If for a Serious Felony**, no document required from Category B.</b></p>	<p><u>Police Domestic Incident Report (DIR)</u> documenting a criminal offense against victim [Incident must be no older than <b>12 months</b> prior to the Emergency Transfer request.] ‡ ‡ <b>Must name same perpetrator or associates as document in Category A, but must be for a different incident.</b></p>	
5	<p><u>VDV Hospital In-Patient Letter NYCHA 088.125</u>, documenting domestic violence related injuries against victim. [Incident must be no older than <b>6 months</b> prior to the Emergency Transfer request.] ‡</p>	<p><u>Hospital Admission or Discharge Document or Hospital Medical Records</u> documenting domestic violence related injuries against victim. [Incident must be no older than <b>12 months</b> prior to the Emergency Transfer request.] <b>If a perpetrator or associates are named, (s)he/they must be the same as named in document Category A but for a different incident.</b></p>	
6	<p><u>Court Dispute Referral Center (CDRC)**</u> Letter documenting a domestic violence offense against victim [Incident(s) must be no older than <b>6 months</b> prior to the Emergency Transfer request.] ‡</p>		
7	<p><u>Letter from either a NYPD Detective or from a Parole Officer if batterer is incarcerated.</u> Letter must: list the criminal offense(s) committed against the victim, indicate that the offense is the result of domestic violence, name the perpetrator, and advocate for the relocation of the family. [Incident must be no older than <b>6 months</b> prior to the Emergency Transfer request.] ‡ ‡</p>		

\* **Orders of Protection (OOP):** If batterer resides in or has legal rights to the apartment, an EXCLUSIONARY OOP must be obtained which must be **valid** at time of Social Service Department approval. A Police Report, or a letter from a Detective, NY District/US Attorney, CDRC or hospital can NOT substitute for EXCLUSIONARY OOP.

\*\* **Serious Felony:** Document must specify Penal Code section indicating that offense is for a Serious Felony, as listed on page 3 of this document.

\*\*\* **CDRC letter:** Letter must describe the domestic violence incident(s) give reason why no OOP was issued and advocate for relocation of the family.

‡ If victim is in a **SHELTER**: OOP must have been valid on the date of entry of Shelter, or Incident must have been no older than **6 months** prior to the date of entry of Shelter. Additionally, need a letter from the Shelter stating the date victim entered the shelter and that the victim is in the shelter for domestic violence reasons.

‡‡ If **batterer is incarcerated**: An OOP must be valid batterer’s incarceration, but a least one document must demonstrate a current threat (i.e., incident within 6 months of transfer request).

A Police Report must be no older than 6 month’s prior to batterer’s incarceration.

**Emergency Transfer Program (VDV/IV/CSV/IW) Required Documents List**  
**1 document from each category (A, B and C) is required, unless otherwise specified**

Primary Documentation – <u>Category A</u>	Secondary Documentation – <u>Category B</u>	Advocacy Assessment – <u>Category C</u>
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**CHILD SEXUAL VICTIM (CSV)**

1	<u>Order of Protection (OOP)*: Criminal Court</u> documenting any of the CSV Criminal Offenses** against victim. [Incident must be no older than <b>12 months</b> prior to the Emergency Transfer request.]	NONE	<u>Emergency Transfer Referral Package</u> from Safe Horizon
2	<u>OOP*: Family Court</u> – documenting any of the CSV Criminal Offenses** against victim. [Incident must be no older than <b>12 months</b> prior to the Emergency Transfer request.]		<u>Emergency Transfer Referral Package</u> from either the NY District Attorney or US Attorney
3	<u>Police Report (Complaint 61)</u> documenting any of the CSV Criminal Offenses** against victim. [Incident must be no older than <b>12 months</b> prior to the Emergency Transfer request.]		
4	<u>Police Domestic Incident Report (DIR)</u> documenting any of the CSV Criminal Offenses** against victim. [Incident must be no older than <b>12 months</b> prior to the Emergency Transfer request.]		

**INTIMIDATED VICTIM (IV)**

1	<u>Order of Protection (OOP)*: Criminal Court</u> documenting a criminal offense of physical violence or threat of violence against victim [Must be valid at time of Emergency Transfer request.]‡	<u>Police Report (Complaint 61)</u> documenting a criminal offense of physical violence or threat of violence or pattern of intimidation against victim [Incident must be no older than <b>6 months</b> prior to the Emergency Transfer request.]‡ <b>Must name same perpetrator or associates as document in Category A, but must be for a different incident.</b>	<u>Emergency Transfer Referral Package</u> from Safe Horizon
2	<u>Police Report (Complaint 61)</u> documenting a criminal offense of physical violence or threat of violence against victim [Incident must be no older than <b>6 months</b> prior to the Emergency Transfer request.]‡		<u>Emergency Transfer Referral Package</u> from either the NY District Attorney or US Attorney

\* **Orders of Protection (OOP):** If batterer resides in or has legal rights to the apartment, an EXCLUSIONARY OOP must be obtained which must be **valid** at time of Social Service Department approval. A Police Report, or a letter from a Detective, NY District/US Attorney, CDRC or hospital can NOT substitute for EXCLUSIONARY OOP.

\*\* **CSV Criminal Offenses:**

- Penal Law § 130.35 - Rape in the First Degree
- Penal Law § 130.50 - Sodomy in the First Degree
- Penal Law § 130.70 - Aggravated Sexual Abuse

‡ If victim is in a **SHELTER: OOP** must have been valid on the date of entry to Shelter, or Incident must have been no older than **6 months** prior to the date of entry to Shelter. Additionally, need a letter from the Shelter stating the date victim entered the shelter and that the victim is in the shelter for safety reasons.

**Emergency Transfer Program (VDV/IV/CSV/IW) Required Documents List**  
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**INTIMIDATED WITNESS (IW)**

1	Letter from either the NY District Attorney or U.S. Attorney Office (or NYC Corporation Counsel Office if perpetrator is a minor) attesting to the commission of the crime and documenting the victim’s cooperation in the arrest <u>and</u> prosecution of the perpetrator of a crime. The Letter must recognize that: <ul style="list-style-type: none"> <li>• the tenant or an immediate family member suffered or was threatened with physical injury as a result of the IW’s cooperation,</li> <li>• that the perpetrator or perpetrator’s associates know where the IW lives, and</li> <li>• the IW will continue to suffer if the family remains in the current residence.</li> </ul>	<b>NONE</b>	Emergency Transfer Referral Package from either the NY District Attorney or US Attorney (details of added letter in Category A)
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<b>Serious Felonies (see Victim of Domestic Violence (VDV) documentation requirements)</b>			
	<b>Category</b>	<b>Penal Code #</b>	<b>Penal Code Title</b>
1	<b>ASSAULT</b>	120.05	Assault - 2nd degree
2		120.07	Gang assault - 1st degree
3		120.10	Assault - 1st degree
4		120.12	Aggravated Assault - victim under age 11
5	<b>STALKING</b>	120.60	Stalking - 1st degree
6	<b>MURDER</b>	125.25	Murder - 2nd degree (and § 110.00 Attempted Murder - 2nd degree)
7	<b>SEX OFFENSES</b>	130.35	Rape - 1st degree
8		130.50	Criminal Sexual Act -1st degree
9		130.67	Aggravated Sexual Abuse - 2nd degree
10		130.70	Aggravated Sexual Abuse -1st degree
11	<b>KIDNAPPING</b>	135.25	Kidnapping - 1st degree
12	<b>BURGLARY</b>	140.25 (1b)	Burglary - 2nd degree [only sub § (1)(b)]
13		140.30 (2)	Burglary - 1st degree [only sub § (2)]
14	<b>ARSON</b>	150.20 (1ai)	Arson - 1st degree [only sub § (1)(a)(i)]
15	<b>ROBBERY</b>	160.10 (2a)	Robbery - 2nd degree [only sub § (2)(a)]
16		160.15 (1)	Robbery - 1st degree [only sub § (1)]
17	<b>CRIMINAL CONTEMPT</b>	215.52	Aggravated Criminal Contempt
18	<b>ENDANGER WELFARE OF ELDERLY</b>	260.32	Endangering Welfare of a vulnerable elderly person - 2nd degree
19		260.34	Endangering Welfare of a vulnerable elderly person - 1st degree