



DO YOU NEED TO ATTEND THE VICTIM SERVICES FOUNDATIONAL ACADEMY?

Begin here:

Assuming you are a victim services provider receiving VOCA, RASA, and/or VOJO funding **AND** you provide direct services to clients...

Are you an attorney, licensed therapist, accountant, bookkeeper, or other consultant?

NO

Have you previously successfully completed the Foundational Academy Requirements and received your *Certification of Completion Letter* from the Training Consultant?

YES

YES

NO

Most likely, you do not need to attend Foundational Academy. Please contact your PCCD Grant Monitor to confirm.

Congratulations! You only need to complete Foundational Academy **once** during your career, even if you are now employed by a different agency. As long as you have a copy of your *Completion Letter*, you only need to complete PCCD's required subsequent yearly training hours.

*10 hours

YES! You should attend Foundational Academy. Go to the PDAI Training Calendar at www.pdaa.org to check for registration details.



Please see the next page for a more detailed explanation from PCCD if needed.

If you have any questions, please contact PCCD or Amy Smulkis, Restitution & Victim/Witness Training Consultant at AJS@RestitutionConsulting.com or 717.333.2319.

Below, please find a more detailed explanation from PCCD:

The Foundational Academy is reserved for direct service staff and immediate supervisors of direct service staff funded through the:

- Victims of Crime Act (VOCA)
- Rights and Services Act (RASA) and/or
- Victims of Juvenile Offenders (VOJO) Funding Streams.

Note: There is no correlation between percentage of funding to the project and required attendance.

Agencies whose oversight organization is the Pennsylvania Coalition Against Rape (PCAR), Pennsylvania Coalition Against Domestic Violence (PCADV) and/or National Children's Alliance (NCA), will abide by the relevant oversight organization's training standard. These agencies will not be required to attend Foundational Academy. **Please note: If a PCAR and/or PCADV funded agency provides services to all crime victims, they must provide documentation to PCCD that staff received additional training to build their skills in service provision to all crime victims.**

New staff of Victims' Services Programs providing VOCA, RASA, and/or VOJO funded services should attend PCCD's Foundational Academy within six months of hire if providing direct services to victims.

The following roles or circumstances will exclude participation in the Foundational Academy:

- Therapists
- Attorneys
 - Please note that Legal Advocates and Paralegals providing civil legal services must attend.
- Administrative, project oversight or ancillary staff to the project.
 - Some examples of these staff positions include: accountant/bookkeeper, receptionist, grant writer/administrator, maintenance superintendent, information technology and support, shelter cook, and transportation driver. This is not an exclusive list.
- Consultants, contractors or vendors
 - Please note those contracted by County Commissioners to provide RASA and/or VOJO mandated services must attend.
- Foundational Academy was previously successfully completed.
 - Please share a copy of your certificate of completion with your current employer.

If you have any questions or concerns about this information, please contact your PCCD Grant Monitor directly to discuss.