

## **Priority Processing Procedure**

A District Attorney's Office Victim Advocate requests an immediate review of a victim's application when the victim/claimant believes he/she will suffer undue hardship, unless immediate economic relief is obtained to cover a funeral expense. NMCVRC employees are to instruct the applicant to fax or email the application using the priority processing cover fax sheet. The following information also must be included:

1. A priority processing cover sheet
2. A complete/signed NMCVRC application
3. A copy of the police report/any additional supplementals
4. A copy of the funeral bill/signed contract

The assigned Reparation Officer Supervisor will determine if a priority processing application is approved or denied. Once a determination is made on a priority processing application, the Reparation Officer Supervisor will contact the District Attorney's Office Victim Advocate, claimant and the funeral home notifying them of the decision made on the application.