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THE FOLLOWING IS A BROADCAST EMAIL TO ALL OVS FUNDED VICTIM ASSISTANCE PROGRAMS

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Dear Colleague:

When submitting your claim for payments for equipment purchased under your Model Office RFA award, please **do not delete** the program information under the “Description of Materials/Service” section of the Model Office Claim for Payment Form. It is not necessary for you to list each item purchased on the form, the detailed back-up you submit with the claim will identify the items for which you are requesting reimbursement.

On behalf of the New York State Office of Victim Services, thank you for your commitment to providing the highest quality services to innocent victims of crime in New York State.

Sincerely,

**Emma Graham**

Supervisor, Contract Administration

**New York State Office of Victim Services**

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