



Office of Victim Services

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Tips for Advocates Using the VSP

4/6/2015	If you are uploading a document to an existing claim and the claim is in <u>Closed</u> status, please send an email to ovsintake@ovs.ny.gov to let them know. The Claims Intake Unit will then ensure that appropriate OVS staff are alerted to the existence of the new document.
4/6/2015	If you are having trouble finding an existing claim by using the “Advanced Search” option, please contact your Program Monitor for assistance.
4/7/2015	Please enter complete USPS mailing addresses including “Street” or “St.,” “Road” or “Rd.,” etc. for claims entered through the Portal. The OVS requires accurate claimant mailing addresses not only for correspondence from this agency but in the event that the claimant will ultimately be sent a check.