

**PUBLIC PROTECTION CABINET**  
**Office of Claims and Appeals**  
**Crime Victims Compensation Board**  
**(New Administrative Regulation)**

**802 KAR 3:050. Emergency awards.**

RELATES TO: KRS 49.260 - 49.490, 216B.015, 216B.400

STATUTORY AUTHORITY: KRS 49.010(4)(b), 49.020(7)(a), 49.300, 49.360

NECESSITY, FUNCTION, AND CONFORMITY: During the 2024 Regular Session, the General Assembly passed Senate Bill 319, which amends KRS 49.360 to increase the amount a claimant may receive if granted an emergency award and requires the board to decide whether to grant or deny the emergency award request within two (2) weeks of receiving the request. KRS 49.010(4)(b), 49.020(7)(a), KRS 49.300(1) authorizes the Crime Victims Compensation Board and Office of Claims and Appeals to promulgate administrative regulations necessary to implement the provisions of KRS 49.270 through KRS 49.490. This administrative regulation establishes the procedure for submitting a request for an emergency award and outlines the process and timeline for deciding an emergency award request.

Section 1. Emergency Award Requests. A claimant or victim submitting a request for an emergency award shall submit the following documentation:

- (1) Completed claim form; and
- (2) Written request for emergency assistance on the Emergency Award Request form, which shall outline the following:
  - (a) The details and amount of the request for emergency assistance; and
  - (b) Explanation as to why the emergency assistance is needed, including how the claimant or victim will incur undue hardship if emergency assistance is not awarded.

Section 2. Processing of Emergency Award Requests.

- (1) When the board receives an emergency award request, the claims investigator shall conduct a preliminary investigation to determine suitability for emergency assistance pursuant to KRS 49.360(1)(a) and (b). The preliminary investigation shall include, but not be limited to:
  - (a) Review of the emergency request, including its veracity;
  - (b) Review of the incident report, police report, or other documentation confirming the crime's occurrence;
  - (c) Verification of any applicable expenses that were submitted at, or before, the time when the emergency request was received; and
  - (d) Assessment regarding whether the claimant or victim will experience undue hardship if emergency assistance is not granted.
- (2) Upon completion of the preliminary investigation, the claims investigator shall draft an investigative report outlining the findings of the preliminary investigation.
- (3) Board staff shall then assign the claim to a board member to review the preliminary investigative report and complete the following:
  - (a) A draft order; and
  - (b) A vote sheet on which the board member shall register their decision on the emergency award.
- (4) The board member's decision and order shall be issued no later than two (2) weeks after receipt by the board of the emergency request.
- (5) Following the decision on the emergency award request, board staff shall:
  - (a) Serve the order on the claimant; and
  - (b) If the request was awarded, provide payment to or on behalf of the claimant as soon as practicable.

Section 3. Incorporation by Reference.

- (1) "Emergency Award Form", January 2025, is incorporated by reference.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Claims and Appeals, 500 Mero St 2SC1, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. and is available online at: [https://kycc.ky.gov/newstatic\\_info.aspx?static\\_id=158](https://kycc.ky.gov/newstatic_info.aspx?static_id=158).

*LANOLA PARSONS, Chairperson, Crime Victims Compensation Board*  
*JOHN HARDESTY, Executive Director*

APPROVED BY AGENCY: January 14, 2025

FILED WITH LRC: January 15, 2025 at 10:32 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held at 10:00 am on March 27, 2025, in Room 247 CE of the Mayo-Underwood Building, 500 Mero Street, Frankfort, Kentucky 40601. This hearing will be conducted both in-person and via videoconferencing through Microsoft Teams. Individuals interested in attending the public hearing virtually may access the hearing at: [https://teams.microsoft.com/join/19%3ameeting\\_ZmM3NGRiODYtYjBmYi00ZWE4LTg1OWQtN2JjNjFkYzgzZjcw%40thread.v2.context=%7b%22id%22%3a%22d77c7f4d-d767-461f-b625-0628792e9e2a%22%2c%22oid%22%3a%22636ef07a-f33f-4378-b8ae-79c6f05a1438%22%7d](https://teams.microsoft.com/join/19%3ameeting_ZmM3NGRiODYtYjBmYi00ZWE4LTg1OWQtN2JjNjFkYzgzZjcw%40thread.v2.context=%7b%22id%22%3a%22d77c7f4d-d767-461f-b625-0628792e9e2a%22%2c%22oid%22%3a%22636ef07a-f33f-4378-b8ae-79c6f05a1438%22%7d). The Meeting ID is: 237 908 005 529. The Passcode is: 48N9bQ2U. For phone access, please dial +1 502-632-6289, 867966031# and enter the following Phone Conference ID: 867 966 031#. Individuals interested in being heard at this hearing shall notify this agency in writing by five (5) workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through 11:59 PM EST on March 31, 2025. Please send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Shelby Bevin-Sullivan, Staff Attorney, 500 Mero Street, 2 SC 1, Frankfort, Kentucky 40601. Phone: 502-782-3556. Fax: 502-573-4817. Email: [sbevinssullivan@ky.gov](mailto:sbevinssullivan@ky.gov).