

NC DVIP Application Process

Helpful Guidance for Agencies interested in becoming a state-certified Domestic Violence Intervention Program provider.



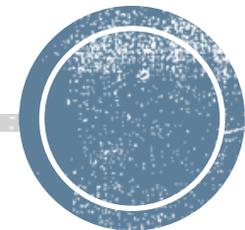
Who We Are

The Council for Women and Youth Involvement is a division of the North Carolina Department of Administration. We received the authority to approve Domestic Violence Intervention Programs (DVIPs) utilized by the court system in 2002. We work with the North Carolina Domestic Violence Commission and the Domestic Violence Intervention Management Committee to provide oversight, application review and technical assistance to state-certified DVIPs.

NC★**DOA**

Department of Administration

**Council for Women &
Youth Involvement**



Our Process



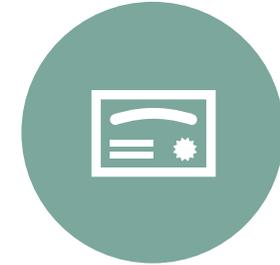
APPLICATIONS ARE
REVIEWED SEMI-
ANNUALLY.



POSTMARK CUTOFF
DATES ARE FEBRUARY
20TH AND AUGUST 20TH



APPLICATIONS ARE
REVIEWED BY A
COMMITTEE.



DECISIONS ARE
ANNOUNCED AROUND
APRIL 1ST AND
OCTOBER 1ST



WHERE DO I START?

Step One:

- Read our Guide to Achieving Recommended Practices! (aka Best Practices Guide), available on our website!
- <https://ncadmin.nc.gov/advocacy/women/abuser-treatment-program>





Do I know the director of my local victim service agency?



Who can I ask for letters of support?



Do I have the required curriculum training?

**Before
Applying,
Ask
Yourself...**



Choose your Curriculum!

All state-certified DVIPs in North Carolina must follow an approved Domestic Violence Intervention Curriculum (01 NCAC 17.0707).

Already know yours?

Great!

Already trained in it?

Make sure you have
your certificate!

Not trained?

Register for a
training?

For a list of pre-
approved curricula,
see page 32 of our
best practices guide!



Community Support!



Each application must include three (3) letters of support.



Letters of support must come from community stakeholders such as:

- Probation and Parole
- Local Sheriff's Department
- Local Police Department
- Department of Social Services
- District Attorney's Office
- Local Court Officials



Get to know your VSA!



- If you don't already know your local victim service agency, schedule a meeting with them to talk about your application and obtain an MOU.
 - We have an MOU template available on our website:
 - <https://ncadmin.nc.gov/advocacy/women/abuser-treatment-program>
- If your program is housed within a victim service agency, we still need an MOU from your agency signed by the director of victim services and the director of the domestic violence intervention program.
- If there is more than one victim service agency, you should submit an MOU with each agency. This is requested by our office to ensure that victim safety remains a priority for all agencies involved.



Download the Application!

- The DVIP Application form is made available on the NC CFW & YI Website annually around December 1st.
- <https://ncadmin.nc.gov/advocacy/women/abuser-treatment-program>
- Scroll down to the group of links near the bottom of the page and choose 'View Program Application Form'
- To complete the application, you will need:
 - Access to Microsoft Word or Adobe Acrobat Editing Software



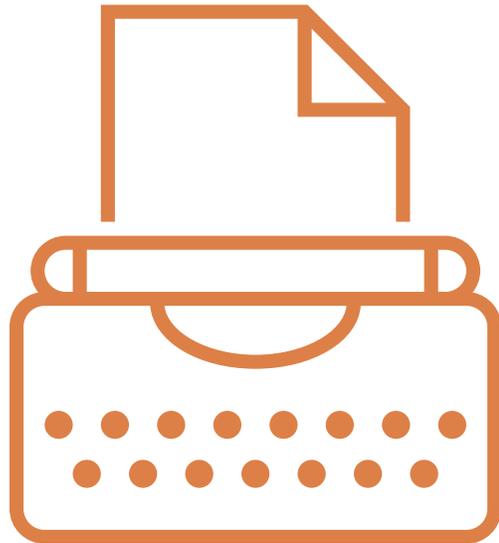
Write your Program Philosophy!



- Your program philosophy is your opportunity to tell us your agency's beliefs about the importance of DVIP to the overall community.
- It should be clear and state an understanding of Domestic Abuse and the responsibility of the DVIP in holding the offender accountable, providing victim safety, and the importance of working in collaboration with the community.



Create your Policy and Procedure Manual



- Tabs 2 - 14 of the application are frequently referred to as an agency's "Policies and Procedures".
- Each of these are meant to help you demonstrate to us how your program intends to operate.
- Please note:
 - We do not accept content that has been copied and pasted from the Guide to Achieving Recommended Practices, Administrative Code or previously denied applications.
 - We want to know all about your program, please submit original content for each of these sections.



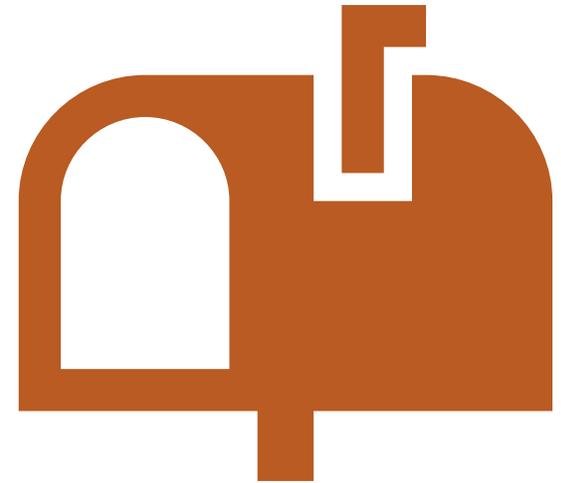
Compile your Application Materials

- Each tab should be clearly identified
- Please do not submit spiral bound, stapled or paperclipped application materials.
- Please make sure the information provided on your cover sheet is correct and make sure it is information that can be shared publicly.



Mail your Application

- We have two application periods per year, applications must be postmarked by either February 20th or August 20th
- At present (5/28/2020), applications must be mailed to the NC CFW & YI Western Region Office at:
 - Attn: Domestic Violence Offender Management
C/O NC CFW & YI Western Region Office
46 Haywood Street
Suite 309
Asheville, NC 28801
 - Please call 828-251-6169 or 919-733-2455 prior to mailing to confirm that this is still the correct process for submitting your application.



Application Review Process

- Your application will be reviewed by a team. Once they have completed the review, a decision will be made based on consensus.
- Your application will receive one of three decisions
 - Approved
 - Conditional Approval
 - Revisions to your application will be requested prior to receiving full approval.
 - Denial
 - If your application is denied, you may reapply as soon as the next application period.
- Please note, the application review process does not begin until after each postmark cutoff date. Early submissions will not result in quicker decisions.
- You will be notified of the review team's decision either on or around April 1st or October 1st, depending on your submission date.



Questions?

- If you have further questions, please call 828-251-6169 or 919-733-2455 to get in touch with NC CFW & YI staff who may be able to assist you.

