



## VOCA Monthly Data Report Instructions

- **Agency** – Your agencies title
- **Invoice Period** – The month you are reporting on
- **Region** – The agency region on which the data is being reported
- **Total Number of victims served for the invoicing Period** – Total number of victims served for that period, including existing and new victims
- **Out of the total number of victims served, how many were "NEW" for the invoice period** – New victims served for this reporting period ONLY
- **Total Number of hours spent on VOCA** – Enter the number of hours for paid staff and then the number of hours for volunteers for that reporting period
- **Specify the dollar amount in this month's invoice that is allocated to the following categories** – Enter the dollar amount(s) in the victimization category(s) that were served. Please keep in mind that the total dollar amount should equal the same dollar amount as requested for reimbursement. Please let your VOCA Specialist if you have questions.
- **Approved Trainings Attended for this Invoice** - Enter the approved training, attendee and their position that is being reported for that period. This section is self-explanatory but please let your VOCA Specialist if you have questions.

Please submit your Data Report to [FSD.VOCAUnit@dss.mo.gov](mailto:FSD.VOCAUnit@dss.mo.gov).