

2980 – VOTER REGISTRATION

POLICY STATEMENT	Effective January 1, 1995, county DFCS offices are designated as agencies for voter registration.
BASIC CONSIDERATIONS	<p>Staff in each county department office will perform the following voter registration services:</p> <ul style="list-style-type: none">• develop office procedures and identify the personnel required to assure that the minimum requirements are met,• the county may designate administrative, supervisory, casework, support staff, work experience participants or volunteers to provide voter registration services,• offer voter registration services to an A/R at each in-person contact for an initial application, review, or report of change of address,• distribute the mail voter registration application packets,• assist the A/R with completing the voter registration application, if requested,• explain the applicant voter's rights and responsibilities,• accept completed voter registration applications,• mail completed voter registration application forms to the Office of the Secretary of State daily,• maintain copies of the completed voter registration declaration form in a central file (Form DS-95) for 24 months,• develop a working relationship with the local Election Board,• cooperate with federal and state audits,

**BASIC
CONSIDERATIONS
(cont.)**

- maintain a sufficient supply of voter registration application packets,
- provide on-going voter registration services training to county staff,
- offer services during regular office hours,
- develop a plan of implementation and operation for each office site where applications, reviews and changes are accepted for the Food Stamp Program,
- designate a lead or contact person for each office site.

The DFCS staff member who provides voter registration services **MAY NOT:**

- seek to influence an applicant's political preference or party registration;
- display any such political preference or party allegiance;
- make any statement to an applicant or take any action to discourage the applicant from registering to vote;
- make any statement to an applicant or take any action which leaves the applicant with the impression that a decision to register or not to register has any bearing on the availability of program services or benefits;
- attempt to determine the applicant's eligibility to register (the Board of Elections will make this determination);

PROCEDURES

Plan of Implementation	<p>Each county must complete a Form MVI (12/94), Plan for Implementation and Operation of the National Voter Registration Act (NVRA) for each office site, initially and whenever significant changes in the plan occur. Submit the completed form to the State Office:</p> <p style="text-align: center;">Division of Family and Children Services Office of Family Independence 2 Peachtree Street, NW, Suite 21-433 Atlanta, Georgia 30303-3180</p> <p>A completed copy is maintained in the county for audit purposes.</p>
Voter Registration Forms	<p>Voter registration applicant/change of address forms and other voter registration supplies are ordered from the Office of the Secretary of State.</p> <p>The cost of all forms and postage connected with voter registration is paid by the Office of the Secretary of State, Election Board.</p>
Office Procedures	<p>Step 1 Integrate the voter registration services into the regular office process so that each A/R who is seen in person during office/home/field visits for each initial application, review or report of change of address is offered the opportunity to apply to register to vote.</p> <p>NOTE: It is recognized that duplication of services will occur.</p> <p>Step 2 Provide the declaration statement (Form DS-95) to the A/R to document either the acceptance or declination of the service. Retain this page and maintain for a 24-month period and file chronologically by year/month.</p> <p>Step 3 Offer to assist the A/R with completing the application/change of address form. Complete the form, if requested.</p>

PROCEDURES**Office Procedures
(cont.)**

Step 4 Allow the A/R to complete the application/change of address form and request that the A/R return it to DFCS for submission to the Office of the Secretary of State.

OR

The A/R may retain the application/change of address form for submission at a later time. A self-addressed envelope is enclosed in the packet for mailing of the form by the A/R directly to the Office of the Secretary of State.

Step 5 Mail, on a daily basis, the completed application/change of address forms to the Office of the Secretary of State.

Step 6 Complete Form ATF-96, Agency Daily Recap Reporting Form, in duplicate, and mail a copy to the Office of the Secretary of State. Retain the duplicate copy in the county.

NOTE: A preaddressed postage paid envelope is provided for the daily mailings.

Direct inquiries regarding the status of the voter registration application, complaints or other related issues to the:

Office of the Secretary of State
Suite 1104, West Tower
2 Martin Luther King, Jr. Drive, S.E.
Atlanta Georgia 30334-1530

OR

by calling (404) 656-2871

OR

by referral to the local voter registration office.

Additional information may be obtained from the Elections Division of the Office of the Secretary of State at: www.sos.state.ga.us/elections.