

2980 – VOTER REGISTRATION

<p>POLICY STATEMENT</p>	<p>Congress enacted the National Voter Registration Act of 1993 (“NVRA”), or “Motor Voter Act,” requiring states to establish procedures for public assistance applicants and recipients (A/R) to register to vote. As designated under Section 7 of the NVRA, the Department of Human Services (DHS) shall distribute a Voter Registration application and a Voter Registration Declaration Statement with each application for public assistance and with each renewal, recertification or change of address related to such assistance.</p>
<p>BASIC CONSIDERATIONS</p>	<p>It is the policy of the Department of Human Services (DHS) that all Office of Family Independence (OFI) programs must offer voter registration services to all applicants and recipients whenever they apply for services, renew services or submit a change of address, whether in person, electronically, or via the telephone, facsimile or mail.</p> <p>Voter registration services include distribution of:</p> <ul style="list-style-type: none"> • State of Georgia Application for Voter Registration, i.e. Form VRA-2007 • State of Georgia Agency Based Registration Application-Declaration Statement, i.e. DS-2007 • Written notice of available services • Assistance in completing the form if requested • Acceptance and transmittal of forms to the elections office. <p>OFI Staff in each county DFCS office must mail, on a weekly basis, the completed voter registration application forms to the Office of the Secretary of State. For the 15 days leading up to a registration deadline for a primary or general election, county offices shall mail the packets to the Secretary of State’s Office at the end of each business day.</p> <p>Confidential Information</p> <p>Information that is considered <u>confidential</u> for voter registration purposes is:</p> <ul style="list-style-type: none"> • information on the Declaration Statement • information about the location of where an applicant applies to register to vote • Social Security Number • Date of Birth • Drivers License or State ID Number

<p>BASIC CONSIDERATIONS (cont.)</p>	
<p>Special Considerations</p>	<p>OFI STAFF SHALL NOT:</p> <ul style="list-style-type: none"> • seek to influence or discourage 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; • hold completed registration forms for more than one week from the day each is completed;
<p>Voter Registration Supplies and Forms</p>	<p>Each office should keep a two week supply of applications, envelopes, and forms. Supplies can be ordered and/or downloaded from the Secretary of State’s Office agency portal at:</p> <p>www.sos.ga.gov/electionconnection</p> <p>The cost of Voter Registration Applications, envelopes and postage connected with the NVRA is paid by the Secretary of State.</p>
<p>Getting Help</p>	<p>The Secretary of State’s Office and the DHS NVRA Coordinator are available to provide support and assistance. Please contact the Secretary of State’s Office at:</p> <p>Secretary of State Elections Division 2 Martin Luther King Jr. Drive Suite 802 West Tower Atlanta, Georgia 30334 Phone: (404) 656-2871 Email: gaelections@sos.ga.gov</p> <p>Please contact the DHS NVRA at:</p> <p>DHS NVRA Coordinator 2 Peachtree St. NW Suite 21-204 Atlanta, GA 30303</p>

	<p>Inquiries regarding the status of the voter registration application should be directed to the Secretary of State.</p> <p>Additional information can be obtained by visiting the Secretary of State Elections Division at: www.sos.state.ga.us/electionconnection</p>
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PROCEDURES	<p>Integrate the voter registration services into the regular office process so that each A/R who applies for public assistance benefits, renews or recertifies for public assistance benefits, or submits a change of address, whether in person, electronically or via the telephone, facsimile or mail, is offered the opportunity to register to vote.</p> <p style="text-align: center;">In-person Client Transaction</p> <p>Step 1 Advise all clients that DFCS offers Voter Registration Application submittal services. Distribute Voter Registration Application, Declaration Statement, and the Cover Letter with all DFCS applications for benefits, recertification / renewal and change of address material.</p> <p>Step 2 Verbally advise the client that he or she shall complete the Declaration Statement and return the form to the DFCS employee;</p> <p>The client may complete the Voter Registration Application and return the completed application to the DFCS employee;</p> <p>Step 3 If the A/R is unwilling to complete the Voter Registration Application at that time; the procedure should be explained, that the Voter Registration Application should be mailed, per the instructions on the application.</p> <p>Assist the A/R in completing the Voter Registration Application when assistance is requested. Provide the same degree of assistance to each A/R in completing the Voter Registration Application as the agency provides to an A/R in completing DFCS forms. All applicants must sign his or her name, or make his or her mark on the application signature line in order for the application to be submitted to the Secretary of State's Office.</p> <p>If the county staff provides assistance to an illiterate or disabled A/R by completing any written portion of the application on the A/R's behalf, the county staff member assisting the A/R, must also sign the Voter Registration Application in the space provided on the Voter Registration Application to identify the person offering assistance.</p>
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PROCEDURES (cont.)	If the A/R declines to register, the A/R should indicate his/her declination on the Declaration Statement . The client's response must be recorded in SUCCESS.
Step 4	In the event that the client declines to complete the Declaration Statement, the staff must enter explanatory information of the client's response on the Declaration Statement in the space provided at the bottom of the form. The client's response must be recorded in SUCCESS. Retain the Declaration Statement at the assigned central location, as outlined in the agency policy.
Step 1	Telephone Transaction During a telephone interview with a client who reports a change of address, the client must be asked whether he or she wishes to apply to register to vote or update any prior voter registration. The client's response must be recorded in SUCCESS.
Step 2	Mail a Voter Registration Application, Declaration Statement, and the Cover Letter to the client.
Step 3	If the Declaration Statement is not returned, then the offer for voter registration should be counted as a declination in SUCCESS and on the "Agency Recap Form."
Step 1	Mail, Facsimile or Dropped off Transaction Provide Voter Registration Application and the Declaration Statement to applicants/recipients who are applying for public benefits, recertifying or renewing benefits or reporting a change of address by mail.
Step 2	Include the Cover Letter advising the client that the Voter Registration Application and the Declaration Statement are enclosed.
Step 3	If the Declaration Statement is not returned, then the offer for voter registration should be counted as a declination on the "Agency Recap Form." Do not mail the Declaration Statement to the Secretary of State, or file in the A/R's case record. It is a confidential document, and the counties must maintain a file exclusively for the Declaration Statements in the local DFCS offices in a central location. Enter explanatory information relating to the client's response on the Declaration Statement in the space provided at the bottom of the Declaration Statement.

PROCEDURES (cont.) Office Procedures	<p>Each DFCS employee shall submit the completed Declaration Statement forms to his/her supervisor at the close of each business day. Upon review of the Declaration Statements, the supervisors shall submit the forms to the DFCS employee responsible for completing the Agency Recap Form.</p> <p>A copy of the Agency Recap Form should be attached to the Declaration Statements completed that day.</p> <p>The packet shall be filed in a central location for at least twenty-four (24) months. File chronologically by year and month.</p> <p>The county DFCS offices shall mail one summary Recap Form and the completed Voter Registration Applications weekly to the Office of the Secretary of State using the pre-addressed envelope. This envelope shall not be distributed to the A/R.</p> <p>For the 15 days leading up to a registration deadline for a primary or general election, county offices shall mail the packets to the Secretary of State's Office at the end of each business day.</p>
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