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ARNOLD SCHWARZENEGGER
GOVERNOR

January 27, 2009

ALL COUNTY INFORMATION NOTICE NO. I-09-09

TO: ALL COUNTY WELFARE DIRECTORS
ALL FOOD STAMP COORDINATORS
ALL CalWORKs PROGRAM SPECIALISTS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: **NATIONAL VOTER REGISTRATION ACT OF 1993**

REFERENCES: All County Information Notice No. I-46-94/Medi-Cal All County Welfare Directors' Letter No. 94-85,(Subject: Implementation Plan for the National Voter Registration Act of 1993), All County Letter No. 95-26/Medi-Cal All County Welfare Directors' Letter No. 95-36/All County Information Notice No. I-56-95/All County Information Notice No. I-17-96/All County Letter No. 96-21/All County Letter No. 96-01/ Medi-Cal All County Welfare Directors' Letter No. 96-01/Public Law 103-31 Section 7, May 20, 1993

The purpose of this letter is to remind county welfare departments (CWDs) of their responsibilities under the Federal National Voter Registration Act of 1993 (NVRA), and to inform CWDs of the Secretary of State's recent efforts to increase voter registration within California. The NVRA requires states to offer voter registration opportunities at all offices that provide public assistance and all offices that provide state-funded programs primarily engaged in providing services to person(s) with disabilities.

NVRA Requirements

Under federal law, CWDs **must** provide the following services to clients at **initial application, recertification, and changes of address:**

- Offer a Voter Registration Interest/Declination Form;
- Offer a Voter Registration Application Form, if the client is interested;
- Provide assistance in completing these forms, if requested;
- Accept and transmit completed voter registration application forms to the appropriate County Registrar of Voters; and
- Inform applicants/recipients that receipt of benefits is not linked in any way to the individual's decision to register or not register to vote.

Additional NVRA Requirements

1. CWD employees shall not attempt to influence the voters' decision of whether to register to vote or to register for a political party.
2. CWDs must retain the Voter Registration Interest/Declination Forms for 22 months. Counties may determine the manner for filing and retaining the forms (e.g., with the client's case file or filed separately).
3. If an individual declines to indicate whether they wish to register or that he/she will complete the Voter Registration Form at a later time, the Voter Registration Interest/Declination Form should be completed as a declination to register.

Additional NVRA implementation instructions may be obtained from the California Secretary of State's office at http://www.sos.ca.gov/elections/nvra_procedures_complete.pdf

Ordering NVRA Forms

CWDs may request voter registration forms from the County Registrar of Voters office and/or the Secretary of State's office. A list of county registrar offices may be found at http://www.sos.ca.gov/elections/elections_d.htm.

NOTE: When ordering voter registration forms, it is very important that CWD staff identify themselves as a public assistance agency. This will ensure that the CWD receives credit for all completed and returned voter registration forms and declination forms.

Voluntary Reporting

Although federal and state laws do not require CWDs to report the total number of completed voter registration forms and declinations received, the Secretary of State's office is requesting that CWDs voluntarily report these totals on a monthly basis to their County Registrar of Voters so that a more accurate assessment of the voter registration efforts may be obtained.

Attached are examples of a "California Voter Registration Form" (see Attachment 1), Voter Registration Interest/Declination Form ("Would You Like to Register to Vote" -- see Attachment 2), and "National Voter Registration Act (NVRA) Reporting Form" (see Attachment 3).

If you have any questions or comments regarding this letter, please contact Shanee Clark, Food Stamp Program Analyst, at (916) 653-7973 or via e-mail at shanee.clark@dss.ca.gov.

Sincerely,

Original Document Signed By:

CHARR LEE METSKER
Deputy Director
Welfare to Work Division

Attachments (3)