



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



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](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](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](mailto:shanee.clark@dss.ca.gov).

Sincerely,

### ***Original Document Signed By:***

CHARR LEE METSKER  
Deputy Director  
Welfare to Work Division

Attachments (3)



## WOULD YOU LIKE TO REGISTER TO VOTE?

### TO REGISTER TO VOTE IN CALIFORNIA, YOU:

1. Must be a citizen of the United States;
2. Must live in the State of California;
3. Must be at least 18 years old by the date of the next election, and;
4. Must not currently be in prison or on parole for the conviction of a felony, or be judged by a court to be mentally incompetent to vote.

**WARNING:** Under state and federal law, it is a crime to submit a voter registration affidavit if you know you are not eligible to register to vote.

### IMPORTANT NOTICES

1. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.
2. If you would like help in filling out the voter registration application form, we will help you. It's your choice. You may fill out the application form in private.
3. If you decline to register to vote here today, that information is confidential and may not be used for any purpose other than voter registration. If you register to vote here today, that information, including the office at which you are registering, is also confidential.
4. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the Secretary of State by calling toll-free 800-345-VOTE or write to: Secretary of State, 1500 - 11<sup>th</sup> Street, Sacramento, CA, 95814.
5. If you move to a new address, or if you change your name or want to change your political party, you must fill out a new voter registration form.

### Would you like to apply to register to vote here today?

(Check One)

- I am already registered to vote at my current address, or I am not eligible to register to vote, and do not need an application to register to vote.
- YES. I would like to register to vote. (Please fill out the attached form)
- NO. I do not want to register to vote.

(NOTE: IF YOU DO NOT CHECK ANY BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.)

Please sign your name here: \_\_\_\_\_

SIGNATURE

DATE

This form will be retained with this agency.

(For Agency Use Only)

Voter registration form completed: YES \_\_\_\_\_ NO \_\_\_\_\_ DECLINED \_\_\_\_\_

If applicant wanted to register, form was: GIVEN TO CLIENT \_\_\_\_\_ MAILED \_\_\_\_\_

If client declined to register but failed to sign declination form, check here \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Employee Initials \_\_\_\_\_ Date \_\_\_\_\_

# National Voter Registration Act (NVRA) Reporting Form

Please complete and send this form to your county elections office at the end of each calendar month.

Agency Name \_\_\_\_\_

Local Address \_\_\_\_\_

\_\_\_\_\_

Staff Contact \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Month	Total Number of Voter Registration Cards Sent to County Elections Office	Total Declination Forms Received* <i>(Do not send declination forms to the county elections office.)</i>
-------	--	--

\_\_\_\_\_

\*Under NVRA requirements, the declination form must be filled out when a person declines to register to vote or when a person chooses to take the voter registration card home to fill out at a later time. Therefore, the total number of declinations reflects only the number of people who declined to register at the agency office.