
SECTION: ADMINISTRATION POLICIES AND PRACTICES

SUBJECT: Local Agency Staffing Requirements

ITEM: National Voter Registration Act (NVRA) Training

Policy

The local agency (LA) shall ensure that all WIC staff is trained once every twelve months on the National Voter Registration Act (NVRA) of 1993. The LA may use the training materials provided by the Secretary of State (SOS), the State WIC Program or may develop internal training materials pursuant to the federal NVRA and state law.

Required Procedures

- I. The LA staff shall complete, at least once every twelve months, a NVRA training developed by the State Agency, a LA developed training based on the Secretary of State NVRA materials or use the training materials provided by the Secretary of State. The training shall cover, at a minimum, the following topics:
 - A. The importance of offering the opportunity to vote for every applicant/participant and adult applying on behalf of an infant or child;
 - B. Voter Preference Form;
 - C. Voter Registration Card;
 - D. Providing assistance to the participant/applicant and adult applying on behalf of an infant or child in completing the voter registration card, if requested;
 - E. Available languages of voter materials;
 - F. Maintenance of retaining completed Voter Preference Forms and
 - G. The role and responsibilities of the NVRA coordinator.
- II. The LA shall maintain a record of staff's attendance at NVRA training and shall include, at a minimum, the following information:
 - A. Date(s) of training;
 - B. Location;

- C. Subject matter; and
 - D. Printed name and signatures of staff attending the training.
- III. The LA shall document when individual follow-up training is provided to staff who missed the group training.
- IV. The LA shall ensure that all new WIC staff receives the required training within the first year of employment.

Resources

[Secretary of State Training Materials](#)

[State WIC Program Training Materials](#)

[Voter Registration Agency Contact Roster](#)

Authority

California Elections Code, Division 2, Chapter 6, Sections 2403, 2404, 2406