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**SECTION:** REFERRALS, HEALTH LINKAGES, AND INTEGRATION, AND OUTREACH

**SUBJECT:** National Voter Registration Act (NVRA)

**ITEM:** *Guidelines for Implementing the NVRA*

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## Policy

The local agency (LA) shall, at the initial enrollment appointment, at each subsequent certification appointment, and whenever the participant reports a change of address provide each adult applicant/participant the opportunity to register to vote and document whether or not the individual chooses to register.

## Required Procedures

- I. At the initial enrollment appointment, each subsequent certification appointment and whenever the participant reports a change of address, the local agency shall:
  - A. Provide the *California Voter Registration Form* and the *Voter Preference Form* to each adult applicant/participant. The applicant/participant shall be provided these forms upon arriving for their initial enrollment or certification appointment and shall be given time to review the forms prior to the individual counseling session.
  - B. Inform the applicant/participant that the decision whether or not to register to vote has no effect on their eligibility for WIC benefits;
  - C. Provide the applicant/participant time to review the forms and ask if they would like to register to vote, if they are not already registered to vote at their current residence as indicated in the first box on the form.
    1. For individuals wanting to register to vote, staff shall provide assistance in completing the *California Voter Registration Form*, if requested;
    2. For individuals opting to not register to vote, staff shall ask them to complete the *Preference Form* and check the “No” box. If the form is not returned or completed, staff should follow up with the person once to collect the form. Although agencies are not required to complete Preference Forms on behalf of those who chose not to complete them, agencies are encouraged to put the individual’s name on a blank form and keep it for agency records. Retention of the Preference Forms (either blank or completed by the applicant/participant) helps demonstrate NVRA compliance.
  - D. Store the *Voter Preference* forms separately from the *Daily Files*;
  - E. Retain and secure the signed and dated *Voter Preference* forms for three years;

- F. Make the *California Voter Registration Form* available to any adult expressing an interest to register to vote, whether or not he/she is a WIC applicant or participant;
- G. Refrain from interpreting election terms and rules;
- H. Refer questions related to voting to the local Registrar of Voters, Elections Office, or the Office of the Secretary of State at (800) 345-VOTE (8683). Additional assistance may be provided by the League of Women Voters or other volunteer organizations; and
- I. Upon request by the applicant/participant, mail the completed *California Voter Registration Form* to the local voter registration or election office within 5 days of receipt of the completed form.

## Guideline

Any person may be fined and/or imprisoned for up to three years if they intimidate, threaten, or coerce a person who is registering to vote, attempting to register to vote, or is voting.

## Resources

[California Voter Registration Forms](#): Available for completion on-line in English and Spanish.

[Order form for California Voter Registration Forms](#): Available in English, Spanish, Chinese, Japanese, Korean, Tagalog, Vietnamese, English, and Spanish.

[Voter Preference Forms](#): Available in English, Spanish, Chinese, Japanese, Korean, Tagalog, Vietnamese, English, and Spanish.

[Training Materials for Public Assistance Agencies](#)

## Authority

11 CFR Part 8, National Voter Registration Act (42 U.S.C. 1973gg-1 et seq.)

11 CFR Part 8, Elections Code Sections 2150 and 14311.

WRO Policy Memo 800-D, April 4, 1994

WRO Policy Memo 800-F, October 12, 1994