PURPOSE:
To ensure that local agencies (LAs) follow proper procedures in National Voter Registration Act (NVRA) requirements.

POLICY:
I. The LA must ensure that all WIC staff is trained once every twelve months on the NVRA of 1993. The LA may use the training materials provided by the Secretary of State, CDPH/WIC, or may develop internal training materials pursuant to the federal NVRA and state law.

II. The LA must ensure that all new WIC staff receives the required training within the first year of employment.

PROCEDURE(S):
I. The LA staff must complete, at least once every twelve months, a NVRA training developed by the CDPH/WIC, 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 must cover, at a minimum, the following topics:
   A. The importance of offering the opportunity to vote to 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 applicant/participant 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.
   G. The role and responsibilities of the NVRA coordinator.

II. The LA must maintain a record of staff’s attendance at NVRA training and must include, at a minimum, the following information:
   A. Date(s) of training.
   B. Location.
   C. Subject matter.
   D. Printed name and signatures of staff attending the training.
III. The LA must document when individual follow-up training is provided to staff who missed the group training.

AUTHORITY:
California Elections Code §2403
California Elections Code §2404
California Elections Code §2406

RESOURCE:
Secretary of State Training Materials
Voter Registration Agency Contact Roster
State WIC Program Training Materials