

## Subject: Requirements

## Item: Guidelines for Implementing the National Voter Registration Act (NVRA)

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### PURPOSE:

To ensure individuals have the opportunity and tools to register, re-register, or to change their voter registration information when applying for or receiving WIC services pursuant to the National Voter Registration Act (NVRA) of 1993. California law allows individuals between the ages of 16 and 17 years old to pre-register to vote. Pre-registrants will be automatically registered to vote on their 18<sup>th</sup> birthday.

### POLICY:

- I. As a designated Voter Registration Agency, local agency (LA) staff must provide individuals age 16 or older who are certifying or recertifying themselves or on behalf of an infant or child the opportunity to register to vote.
  - A. Staff must document in WIC Web Information System Exchange (WIC WISE) whether or not the individual chooses to register.
- II. LA is required by law to:
  - A. Designate a NVRA Coordinator.
  - B. Provide voter registration opportunities at initial certifications, recertifications, and upon notification of change of address or change of name, whether the appointment occurs in person, or virtually (phone and/or videoconferencing).
  - C. Have Voter Registration Cards (VRC) in languages commonly served at the LA in addition to English.
- III. LA staff must not:
  - A. Screen an individual for voter registration eligibility.
  - B. Discourage an individual from registering to vote.
  - C. Influence an individual's political party preference.
  - D. Make statements or take actions that give the impression that registering to vote has bearing on whether an individual can receive WIC benefits and services.

### PROCEDURES:

- I. At initial certification, recertification, and whenever an applicant or participant reports a change of address or change of name, the LA staff must:
    - A. Offer an opportunity to register to vote by asking, "Would you like to register to vote today?"
    - B. Document the response to the Voter Registration question on the Family
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Information screen in WIC WISE.

- II. Providing the Voter Preference Form (VPF) is optional for LAs as the Voter Registration question is collected in WIC WISE.
    1. A paper VPF or link can be given to the individual if they prefer to read the VPF or request it in another language or want to file a voter registration complaint. VPFs are available from the SOS website in multiple languages. [NVRA Voter Preference Forms: California Secretary of State](#)
    2. Document the answer from the completed VPF into WIC WISE, then destroy it immediately.
  - III. For individuals indicating they would like to register or re-register to vote, perform the following required services in accordance to NVRA:
    1. For in-person appointments:
      - a. Provide the VRC in the appropriate language.
      - b. Allow time to review and complete the VRC. The individual may take the VRC to complete and mail at their convenience.
      - c. Assist with completing the VRC when requested.
      - d. Answer general questions about registering to vote, but do not, in any way, discuss or influence the individual's political party preference.
      - e. Refer specific questions related to voting to the local county elections office, or California Secretary of State Elections Division at (800) 345-VOTE (8683).
      - f. Mail the completed VRCs daily or within three business days of receipt of the completed forms.
    2. For remote or virtual appointments:
      - a. Direct individuals to register online by visiting the SOS website using the CDPH unique [California Online Voter Registration](#) link, or mail the VRC in the appropriate language to the individual within three business days if requested.
      - b. Answer general questions about registering to vote, but do not, in any way, discuss or influence the individual's political party preference.
      - c. Refer specific questions related to voting to the local county elections office, or California Secretary of State Elections Division at (800) 345-VOTE (8683).
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- IV. The LA must designate a NVRA coordinator to ensure they are in compliance with NVRA. The duties of a NVRA coordinator include:
- A. Notify the county elections office of the location of each of their LA sites.
  - B. Request VRCs in common languages served by the LA from the local county elections official, as needed.
  - C. Keep sufficient VRCs on hand at all WIC sites and in the common languages served by the LA.
  - D. Mail completed VRCs to local elections office daily or within three business days.
  - E. Ensure all LA staff complete NVRA training annually (once each calendar year), and new employees within three months of hire. Refer to WPPM 190-30.

### AUTHORITY:

[11 C.F.R. §9428, National Voter Registration Act](#)

[California Elections Code §§2400-2408](#)

[52 U.S. Code §20511 Criminal penalties](#)

WRO Policy Memo 800-D, April 4, 1994

WRO Policy Memo 800-F, October 12, 1994

### CROSS REFERENCE:

WPPM 190-30 NVRA Training

WPPM 1000-30 Required Trainings for Employees Job Aid

### RESOURCES:

[Secretary of State's NVRA website](#)

[Secretary of State- NVRA Tracking Reports by County and Agency](#)