Purpose:

To ensure participants have the information and tools to make a decision about registering to vote and to comply with the National Voter Registration Act.

Policy:

I. The local agency (LA) must, at the initial enrollment appointment, at each subsequent certification appointment, and whenever the participant reports a change of address provide each adult applicant/participant and any adult applying on behalf of an infant or child, the opportunity to register to vote and document whether or not the individual chooses to register.

Procedure(s):

I. At the initial enrollment appointment, each subsequent certification appointment and whenever the participant reports a change of address, the LA staff must:

A. Provide the following voter registration materials to each adult individual (adult applicant/participant and any adult applying on behalf of an infant or child):
   2. A California Voter Registration card (VRC) unless they decline, in writing, to register to vote.

B. Provide adult individuals time to review the Voter Registration Materials.

C. Inform the adult individual the decision of whether or not to register to vote has no effect on their eligibility for WIC benefits.

D. Ensure the adult individual completes the VPF.

E. Provide assistance in completion of the VRC to those adult individuals who would like to register to vote, if requested.

F. Be prepared to answer common questions about registering to vote and refrain from interpreting election terms and rules.

G. Refer specific 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.

H. Upon request by the adult individual, mail the completed VRC to the local voter registration or election office within 5 days of receipt of the completed form.
OUTREACH and REFERRALS  WPPM #700-06

Subject: National Voter Registration Act (NVRA)

Item: Implementing the NVRA

I. Retain and secure the signed and dated VPFs for three years, separately from the Daily Files.

J. Ensure the VPF and VRC is made available to any adult expressing an interest to register to vote, whether or not he/she is a WIC applicant or participant.

II. The LA staff must appoint a NVRA coordinator to ensure they are within compliance of the NVRA. Their duties will include:

A. Notifying county elections office of each LA office or site within the county (allows county elections office to track and report the NVRA registrations generated by the agency).

B. Requesting VRCs from the applicable county elections official, as needed.

C. Ensuring there are sufficient VRCs and VPFs available to applicants at each clinic site and are in the languages served by the LA.

D. Ensuring the LA staff completes, at least once every twelve months, a NVRA training developed by CDPH/WIC, a LA developed training based on the Secretary of State NVRA materials, or training materials provided by the Secretary of State.

GUIDELINES

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.

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

RESOURCE:

California Voter Registration Cards: Available for completion on-line in English and Spanish.
Secretary of State Training Materials
Subject: National Voter Registration Act (NVRA)

Item: Implementing the NVRA

CROSS REFERENCE:

WPPM 190-30 NVRA Training