# National Voter Registration Act Annual Self-Paced Training

**English**

**Spanish**

**Hindi**

**Japanese**

**Khmer**

**Korean**

**Tagalog**

**Thai**

**Vietnamese**

**Chinese**

DEVELOPED BY THE
California WIC Program, California Department of Public Health | *This institution is an equal opportunity provider.*

# Welcome!

The Training and Career Development Section (TCDS) of the California State WIC Program is pleased to debut this self-paced version of the mandatory National Voter Registration Act (NVRA) training. It is our commitment to provide *Platinum WIC: Participant Centered Services* by offering you various training modalities which we hope will save you and your staff time and resources. In order to keep this training versatile, we plan on updating the training once a year to vary the test questions.

Please take some time to complete the training evaluation form in order to provide us with feedback on your training experience. Your feedback is invaluable and assures that we address your staff training needs.

## BEFORE YOU BEGIN

Please review the training instructions on Page 2 to properly track and save your completed answers for submission. Local agencies are responsible for tracking staff's NVRA training completions.

# Training Instructions

## STEP ONE: Save and Rename this Document

Save a copy of this training to your computer by selecting the ***'save as'*** command from the File Menu ***before*** you begin. Rename it with your name or initials to identify you as the trainee. This is the copy you will be using to save and forward to your supervisor.

## STEP TWO: Open the Document Saved to Your Computer

Type in your name and today's date in the spaces provided below.

## STEP THREE: Complete and Submit the Training

Answer the questions provided by typing in your response. When you have finished answering the questions and have completed the training, ***'save'*** your answers before closing the document. Submit your completed training as indicated below.

## STEP FOUR: Evaluate the Training (Optional)

Click on the Training Evaluation link located on our NVRA training page upon completing the training. Follow the instructions provided and forward your completed responses to WICTrainingInfo@cdph.ca.gov. Be sure to add "Self-Paced NVRA Training Evaluation" to the subject line.

Name: _____ Date: _____

**LOCAL AGENCY USE**

For Local WIC Agency Staff:

1. REQUIRED – Submit completed *Training* to your Immediate Supervisor
2. OPTIONAL – Submit *Evaluation* to: WICTrainingInfo@cdph.ca.gov

## Who is this training designed for?

The Office of the Secretary of State for California mandates all offices who provide public assistance attend National Voter Registration Act training once every twelve months. This training is designed for the WIC local agency as a means to meet this requirement.

## What is this training about?

This training provides information on federal and state voting rights requirements and procedures.

## Federal and State law require that NVRA training include:

- Effective Public Notification System
- Language Assistance Requirements
- Collection and Use of Data

## Why is this training required?

The National Voter Registration Act (NVRA) was enacted in 1993 and took effect in 1995. Also known as the "Motor Voter" law, the NVRA requires government agencies to provide people the opportunity to register to vote. Recent changes in California law require annual training for any agency providing assistance to the public. This training will provide information on the NVRA and the Office of Secretary of State's efforts to assist state agencies and county elections officials in complying with the law.

---

## Agenda

- Introduction
- History of Voting in America
- What’s New and What’s the Same
- Putting It into Practice
- Review Resources and Training Evaluation

## Objectives

At the end of this training, trainees will be able to:

- Identify some historical landmarks of voting in America.
- Understand California WIC policies regarding the National Voter Registration Act.
- Identify the 10 languages the Voter Registration form is available in California.
- Identify the Secretary of State updates for annual training.
- Identify when to offer the Voter Preference Form and Voter Registration Card.
- Become familiar with and practice assisting a participant in completing the Voter Registration Card.

## Introduction

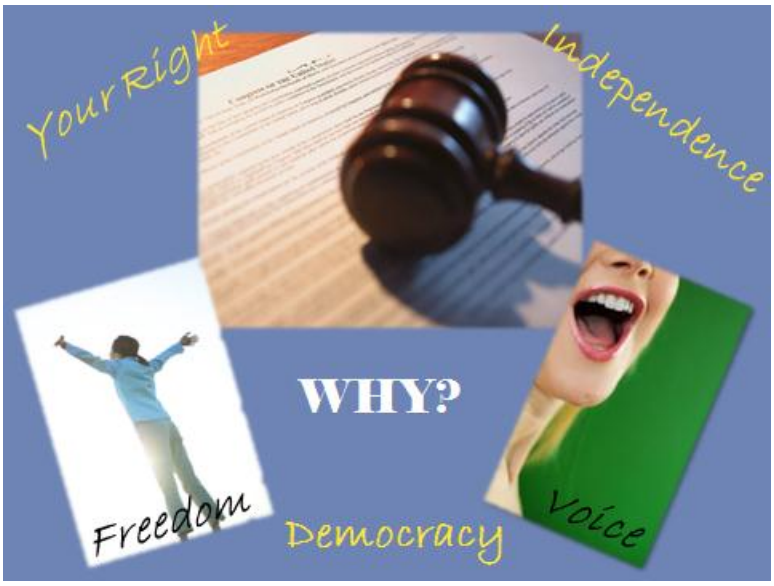
We invite you to reflect on time you had an opportunity to vote on something, i.e. The Voice, class president in school, family vacations, or a recent election but choose not to vote.

- How did it feel when decisions were made without having your input or vote?

In this country one of the ways we have a voice or input in our lives is to vote for elected officials, new laws, taxes and initiatives.

- What do you think gets in the way of people registering to vote and voting in elections?

Before moving to the actual training, think about these ideas and how it might affect you.




## Why is it important to vote?

Many countries around the world have not enacted laws to make it a right for its citizens to vote. The right to vote in the America was not written into our constitution originally. It took many advocacy groups and people including women, African Americans and other minorities working hard and in some instances sacrificing their lives to have the right to vote.

The right to vote gives you the freedom to engage in a democratic process and the opportunity to voice your position on many important decisions.

## History of Voting in America

When this country was first founded only white, male citizens with property could vote.

- Would you have been able to vote in 1776?

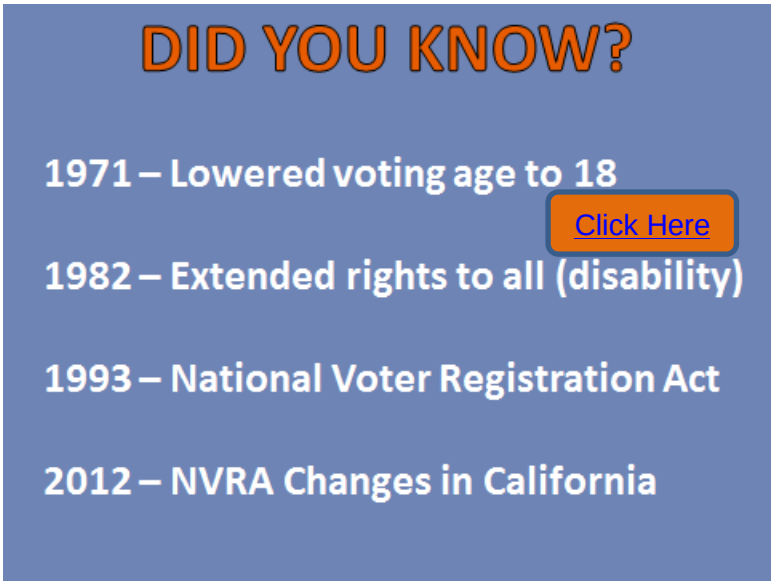
In 1850 when California became a state, the Chinese, Mexican and Native Americans were not provided the right to vote.

- Would this have affected your ancestors?

## **History of Voting in America** (continued)

| Year | Voting Event |
|---|---|
| **1870** | The 15th Amendment guaranteed the right to vote to all men that were 21 or older regardless of race or ethnic background.<br>This also gave Native Americans the right to vote. But it was not until 1965 with the Voting Rights Act that they pursued it. |
| **1920** | The 19th Amendment gave women age 21 and older the right to vote. Women fought for 70 years for this right. |
| **1964** | The 24th Amendment made it illegal for states to charge poll tax to voters. Residents in the southern states were charged a poll tax of $1.00 to $1.50 in order to vote. At the time, this was difficult for our poorer citizens. |
| **1965** | The Voting Rights Act authorized the federal government to take over the registration of voters in areas where state officials had regularly prevented <u>blacks</u> and <u>other minorities</u> from registering to vote or cast their ballots through usage of literacy tests, grandfather clauses, and intimidation tactics.<br><br>*This Act <u>enforced</u> provisions previously guaranteed in the 13th, 14th, and 15th Amendments almost a century earlier. |

## **History of Voting in America** (continued)




| Year | Voting Event |
|---|---|
| **1971** | The 26th Amendment lowered the voting age across the nation to 18. Although many credit the Vietnam War protests with this change, the movement towards the decrease began in World War II. |
| **1982** | The Voting Rights Act Amendments extended right to vote guarantees given in the 1965 legislation.<br><br>Further provisions for Americans with disabilities, voters not able to read and write, and those not fluent in English were added to insure their freedoms. |
| **1993** | The National Voter Registration Act (aka Motor Voter) expanded the opportunity for convenient voter registration for every person of voting age by increasing the number of active government agencies serving as registries.<br><br>The NVRA requires that individuals be given the opportunity to register to vote or to change their voter registration data when applying for or receiving services or assistance at any office designated as a voter registration agency.<br><br>Other government offices such as libraries, post offices, county clerk offices, and the Registrar of Deeds will also have voter forms available to the public. |
| **2012** | State legislature instituted additional goals.<br>They include:<br>• Enhance voting opportunities for every American;<br>• Increase voter registration in underserved communities; and<br>• Remove what's left of discrimination. |

### Summary

Elected officials are the people who oversee many political issues affecting our health, income, environment, social programs and lives. They can improve, reduce or reject issues which could be important to you and the families we serve.

### Q & A

What issues might be important to our participants?

_____

_____

What issues might be important to us?

_____

_____

## Activity 1

# Identify the Voter's Rights Event

**Instructions:**
For each of the years listed, match the year with the significant change that occurred in the history of voting rights in United States. Enter the letter next to the correct year.

| Year | | Event |
|---|---|---|
| _____ | **1870** | **A.** The Voting Rights Act Amendments extended right to vote guarantees given in the 1965 legislation. Further provisions for Americans with disabilities. |
| _____ | **1920** | **B.** The 26th Amendment lowered the voting age across the nation to 18. |
| _____ | **1964** | **C.** The 19th Amendment gave women age 21 and older the right to vote. |
| _____ | **1965** | **D.** The National Voter Registration Act (aka Motor Voter) expanded the opportunity for convenient voter registration for every person of voting age by increasing the number of active government agencies serving as registries. |
| _____ | **1971** | **E.** The 15th Amendment guaranteed the right to vote to all men that were 21 or older regardless of race or ethnic background.<br>This also gave native Americans the right to vote. But it wasn't until 1965 with the Voting Rights Act that they pursued it more. |
| _____ | **1982** | **F.** The 24th Amendment made it illegal for states to charge poll tax to voters.<br>Residents in the southern states were charged a poll tax of $1.00 to $1.50 in order to vote. |
| _____ | **1993** | **G.** State legislature instituted additional goals.<br>They include: enhance voting opportunities for every American; increase voter registration in underserved communities; and remove what's left of discrimination. |
| _____ | **2012** | **H.** The Voting Rights Act authorized the federal government to take over registration of voters in areas where state officials had regularly prevented blacks and other minorities from registering to vote or cast their ballots through usage of literacy tests, grandfather clauses, and intimidation tactics. |

## What's New and What's the Same

## For Agency-Based Voter Registration

NVRA agencies include:

- All offices providing public assistance;
- All offices providing state-funded programs primarily engaged in providing services to people with disabilities; and
- Armed Forces recruitment offices

## When Providing Services to Individuals

Voter registration services:

- Include a voter preference form <u>and</u> a voter registration card (VRC) in all packets.
- Distribute of a VRC to any adult who asks;
- Assist with filling out the VRC to any adult who asks;
- Accept and send completed VRCs to county election officials;
- Accept and retain completed voter preference forms on file for 3 years; and
- Inquire about the forms if they are not in the participant's packet when staff is completing the certification.

**What's New and What's the Same** (continued)

**Public assistance agencies are uniquely situated to reach eligible voters.**

The NVRA requires agencies to offer voter registration services each time a person:

Is new to WIC; or

Is recertifying; or

Has a change of name or address.

## Agency Requirements

1. Train employees annually in NVRA implementation;

2. Designate a NVRA coordinator;

3. Notify county elections office of each office or site within the county for the agency.
   (This allows county elections office to track and report the NVRA registrations generated by each agency)

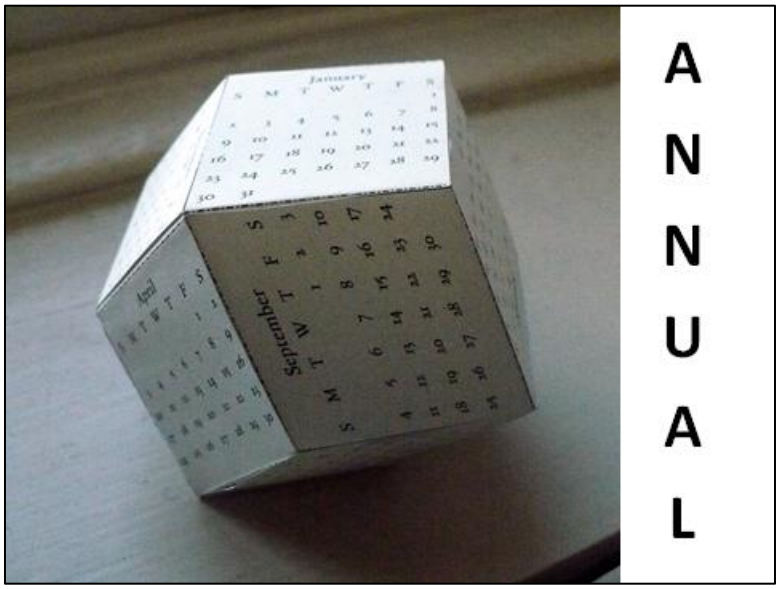
4. Offer minority language forms as required by federal Voting Rights Act.

5. With the goal of assisting every eligible citizen in California to vote, the Secretary of State provides the New Voter page, plus election-related materials and voter hotline assistance, in nine additional languages, including Spanish, Chinese, Hindi, Japanese, Khmer, Korean, Tagalog, Thai and Vietnamese.

For any person interested in registering online below is the address on the SOS website.

Online Voter Registration: http://RegisterToVote.ca.gov/

## **What's New and What's the Same** (continued)




## **Training** *New!*

Each agency employee who provides NVRA services shall receive training at least once every twelve months.

- Must be based on the Secretary of State Materials.
- Can be combined with any existing training.

## Activity 2

# Name the Languages

**Instructions:**
California voter materials are available in ten languages. What are they?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

## **What's New and What's the Same** (continued)

## NVRA Coordinator Duties *New!*

Local Agency is required to designate an NVRA coordinator responsible for NVRA implementation at the agency.

The NVRA coordinator is in charge of ensuring:

1. Notification to the county elections office when the agency office or sites move.
2. Adequate supplies of VRCs and preference forms in all required languages.
3. Preference form and VRC are included in enrollment/re-enrollment packets and with change of name/address forms.
4. Employees offer equal assistance to those who ask.
5. VRCs forwarded daily to county elections office.
6. Employees are trained every twelve months.

## **What's New and What's the Same** (continued)

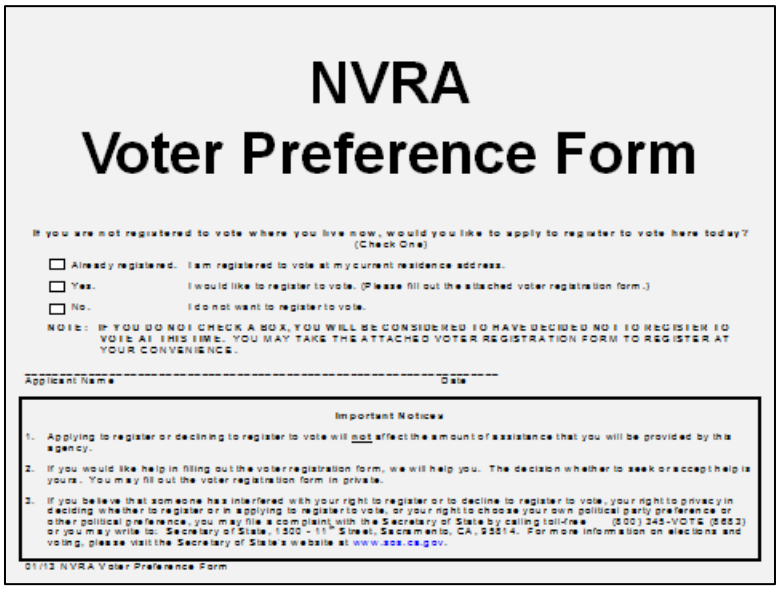
## Where Do We Get VRCs?

- Agencies <u>must</u> obtain blank VRCs in needed languages from their county elections office.

Tasks for the County election officials include:

- Maintain a record of the serial numbers provided to each agency site;
- Track completed VRCs as they are returned; and
- Credit each VRC received to the proper NVRA agency site.
- Report to the SOS monthly and then;
    - SOS publishes NVRA data monthly and
    - SOS reports data to the federal Election Assistance Commission biennially.

## **What's New and What's the Same** (continued)



# NVRA
# Voter Preference Form

If you are not registered to vote where you live now, would you like to apply to register to vote here today?
(Check One)

☐ Already registered. I am registered to vote at my current residence address.

☐ Yes. I would like to register to vote. (Please fill out the attached voter registration form.)

☐ No. I do not want to register to vote.

NOTE: IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. YOU MAY TAKE THE ATTACHED VOTER REGISTRATION FORM TO REGISTER AT YOUR CONVENIENCE.

Applicant Name _____ Date _____

**Important Notices**

1. Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.
2. If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.
3. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party preference or other political preference, you may file a complaint with the Secretary of State by calling toll-free (800) 345-VOTE (8683) or you may write to: Secretary of State, 1500 - 11th Street, Sacramento, CA, 95814. For more information on elections and voting, please visit the Secretary of State's website at www.sos.ca.gov.

01/12 NVRA Voter Preference Form

## NVRA Voter Preference Form

This is the new NVRA Voter Preference Form

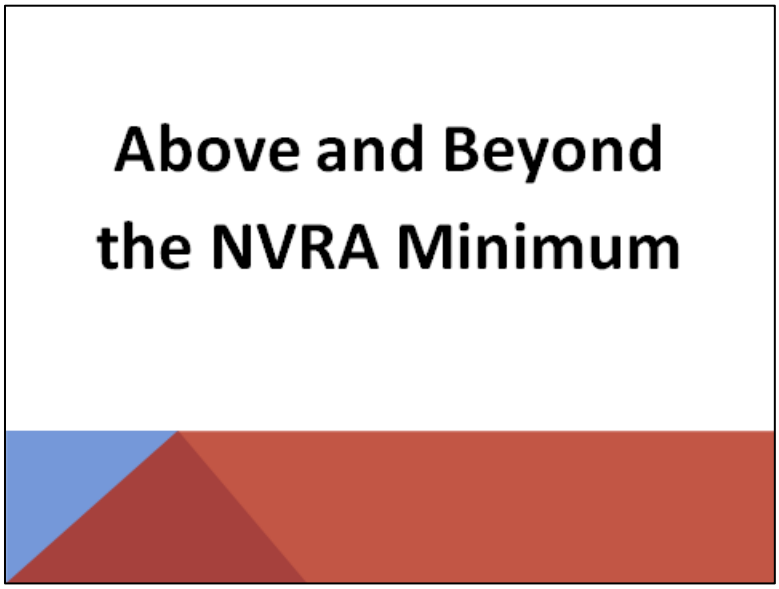
This is what local agencies currently ask from participants although the form is slightly changed:

*The NVRA Voter Preference Form no longer contains a signature line. Instead, participants will print their name on the line provided. If the participant fails to print their name at the end of the appointment, staff are required to print their name on their behalf.* ***New!***

The Voter Preference form is available in the same ten languages discussed earlier.

NVRA Voter Preference Form - California Secretary of State

## **What's New and What's the Same** (continued)




### Above and beyond the NVRA Minimum *New!*

A local agency can:

- Add the "Register to Vote" button to your agency's homepage.
- Keep a supply of VRCs on public counters.
- Display voter educational materials
- Order DVDs from the Secretary of State

## Activity 3

# Putting It into Practice

**Instructions:** There are three new changes to the NVRA law. List them below.

**1.** _____

_____

**2.** _____

_____

**3.** _____

_____

# Resources

**Secretary of State**
**Elections Division - NVRA Coordinator**
**1500 11th Street, 5th Floor**
**Sacramento, CA 95814**

Phone: (916) 657-2166

Email: nvra@sos.ca.gov

Website: National Voter Registration Act (NVRA) - California Secretary of State

## Additional Info

**A Guide to Voting in California (video):**

California Elections and Voter Information - Elections & Voter Information - California Secretary of State

**Secretary of State NVRA Website:**

sos.ca.gov/elections/nvra/

**Voter Information:** sos.ca.gov

Call (800) 345-VOTE (8683)

TDD Only: (800) 833-8683

**County Elections Offices:**
sos.ca.gov/elections/elections_d.htm

**NVRA Contact Information:**
Phone: (916) 657-2166
Fax: (916) 653-3214
Email: nvra@sos.ca.gov

For website enrollment, renewal/recertification, or change of name or address transactions:

Offer an online voter preference form

Link to California Online Voter Registration: http://RegisterToVote.ca.gov/

# Appendix I
# WIC Program Manual (WPM) Policies Related to NVRA

WPM Section 190-00: Staff Training

WPM Section 190-30: NVRA Training

WPM Section 700-06: National Voter Registration Act

# How Did You Do?

## Activity 1

Identify the Voter's Rights Event

| Year | | Event |
|---|---|---|
| E | 1870 | **A.** The Voting Rights Act Amendments extended right to vote guarantees given in the 1965 legislation. Further provisions for Americans with disabilities. |
| C | 1920 | **B.** The 26th Amendment lowered the voting age across the nation to 18. |
| F | 1964 | **C.** The 19th Amendment gave women age 21 and older the right to vote. |
| H | 1965 | **D.** The National Voter Registration Act (aka Motor Voter) expanded the opportunity for convenient voter registration for every person of voting age by increasing the number of active government agencies serving as registries. |
| B | 1971 | **E.** The 15th Amendment guaranteed the right to vote to all men that were 21 or older regardless of race or ethnic background.<br>This also gave native Americans the right to vote. But it wasn't until 1965 with the Voting Rights Act that they pursued it more. |
| A | 1982 | **F.** The 24th Amendment made it illegal for states to charge poll tax to voters.<br>Residents in the southern states were charged a poll tax of $1.00 to $1.50 in order to vote. |
| D | 1993 | **G.** State legislature instituted additional goals. They include: enhance voting opportunities for every American; increase voter registration in underserved communities; and remove what's left of discrimination. |
| G | 2012 | **H.** The Voting Rights Act authorized the federal government to take over registration of voters in areas where state officials had regularly prevented blacks and other minorities from registering to vote or cast their ballots through usage of literacy tests, grandfather clauses, and intimidation tactics. |

# Activity 2

Name the Languages

1. ***English***
2. ***Spanish***
3. ***Chinese***
4. ***Hindi***
5. ***Japanese***
6. ***Khmer***
7. ***Korean***
8. ***Tagalog***
9. ***Thai***
10. ***Vietnamese***

# Activity 3:

Name the three main changes to the NVRA Law:

1. Annual training is required. In WIC, this means that staff is to complete NVRA training once every 12 months.

2. Local agencies are required to designate an NVRA Coordinator to help implement NVRA.

3. The NVRA Voter Preference Form no longer contains a signature line. Instead, participants will print their name on the line provided. If the participant fails to print their name at the end of the appointment, staff are required to print their name on their behalf.

# Congratulations!

Congratulations to you on completing the mandated National Voter Registration Act training. Be sure to submit your completed copy according to your immediate supervisor's directions.

Your feedback is important to us. Please take time to complete the evaluation and send it to WICTrainingInfo@cdph.ca.gov.