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

SUBJECT: National Voter Registration Act (NVRA)

ITEM: Guidelines for Implementing the NVRA

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 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.

Required Procedures

- I. At the initial enrollment appointment, each subsequent certification appointment and whenever the participant reports a change of address, the LA shall:
 - 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):
 1. A *California Voter Preference* form (VPF) and
 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;
 - I. Retain and secure the signed and dated VPFs for three years, separately from the Daily Files; and

- 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 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; and
 - D. Ensuring the LA staff completes, at least once every twelve months, a NVRA training developed by the State Agency, a LA developed training based on the Secretary of State NVRA materials, or training materials provided by the Secretary of State.

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 Cards](#): Available for completion on-line in English and Spanish.

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

[Secretary of State Training Materials](#)

[State WIC Program Training Materials](#)

[County Elections Offices - Voter Registration & Participation - California Secretary of State Voter Registration Agency Contact Roster \(to update WIC LA information\)](#)

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

California Elections Code, Division 2, Sections 2403, 2404, 2406 and 2197.

Senate Bill 35, Chapter 505