

Subject: Requirements

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

PURPOSE:

To ensure applicants, participants, family representatives, and caretakers 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 year old to pre-register to vote. Pre-registrants will be automatically registered to vote on their 18th birthday.

POLICY:

- I. As a designated Voter Registration Agency, local agency (LA) staff must provide each applicant/participant (age 16 or older) and individual applying on behalf of an infant or child the opportunity to register to vote.
 - A. Staff must document in WIC 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 certification, each subsequent certification or recertifications, and upon notification of change of address or change of name, whether they occur in person, by phone, or online (if available).
 - C. Have Voter Registration Cards (VRC) in languages commonly served at the LA in addition to English.
- III. LA staff must not:
 - A. Screen applicants/participants for voter registration eligibility.
 - B. Discourage an applicant/participant from registering to vote.
 - C. Influence an applicant's/participant's political party preference.
 - D. Make statements or take actions that give the impression that registering to vote has bearing on whether the applicant/participant can get WIC services.

PROCEDURE(S):

- I. At initial certification, each subsequent certification, 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.
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- B. Display a notice in a prominent area at the LA site or inform individuals verbally that:
 - 1. Your answer to the voter registration question will not affect your eligibility to receive WIC benefits and services.
 - 2. WIC staff can help fill out the VRC if you need help.
 - 3. If you believe that someone has interfered with your right to register or decline to register to vote, your right to privacy to make this decision, or your right to choose a political party, you may file a complaint with the Secretary of State (SOS).
- C. Document the response to the Voter Registration question on the “Family Information” screen in WIC WISE.
- D. Voter Preference Form (VPF) is optional for LAs as the Voter Registration question is collected in WIC WISE. LA may obtain the VPF from the county elections office or from the [SOS Voter Preference Forms](#) website when printed copies are requested by applicants/participants in other languages or when they want to file a complaint.
 - 1. VPFs are available from the SOS website in multiple languages.
 - 2. Completed VPFs must be destroyed immediately, or be given to the participants if they want to file a voter registration complaint.
- E. For individuals indicating that 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 the voter registration materials and complete the VRC. The individual may also 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 Registrar of Voters, 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

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the completed forms.

2. For remote or virtual appointments:
 - a. Direct them to register online by visiting the SOS website or visit the [California Online Voter Registration website](http://www.registertovote.ca.gov) (www.registertovote.ca.gov), 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 Registrar of Voters, local Elections Office, or California Secretary of State Elections Division at (800) 345-VOTE (8683).
- II. 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 the annual NVRA training once every twelve months, 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

RESOURCES:

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

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