

Operations Memorandum - Administrative

OPS081001

October 14, 2008

SUBJECT: Voter Registration Improvements
TO: Executive Directors
FROM: Joanne Glover, Director, Bureau of Operations

Purpose

To inform County Assistance Offices (CAOs) of revisions to voter registration policies and procedures. These policies and procedures are effective immediately.

Background

The National Voter Registration Act (NVRA) of 1993 requires that individuals be given the opportunity to register to vote (or change their voter registration data) when applying for or renewing services provided by public assistance agencies or when reporting address changes. The purpose of the NVRA is to increase the number of eligible citizens registered to vote in elections for federal office, to protect the integrity of the electoral process and to ensure that accurate and current voter registration rolls are maintained.

Discussion

The Cash, Food Stamp (FS), Medical Assistance (MA) and Supplemental Handbooks have been updated to accurately reflect actions to be taken at application, renewal and when an address change is reported in the following chapters:

- Cash 104, Application; 170, Changes; and 176, Redetermination
- FS 504, Application; 570, Reporting Changes; and 576, Renewal
- MA 304, Application; 370, Reporting Changes; and 376, Renewal
- Supplemental Handbook Chapter 980, Voter Registration

The following steps are also being implemented to comply with voter registration requirements:

- The voter registration block on the PA 600 has been updated to include information on voter registration rights and contact information to file a complaint if rights are violated. The new PA 600 is available on

Docushare. The voter registration block will also be updated on the PA 600R available on Docushare.

- The voter registration block on the PA 600S has been authenticated and will be posted on Docushare.
- [The PA 1656](#), Voter Registration Declination Form, is revised and renamed Voter Registration Questions ([see attached](#)) and is available on Docushare. Any 1656 returned by a client must be retained in the case record for 24 months.
- The TVTR - Voter Registration Code Table, in the PA 601P, Supplementary Codes, has been changed and now consists of the following codes:
 1. Yes, form given to client
 2. Yes, CAO transmitted form
 3. Declined, not interested
 5. Not a U.S. citizen
 6. Declined, already registered
 8. Form mailed to client
- The PA 239SP (Food Stamp Change Report) is updated and available on Docushare. See Daily Status [D3055](#).
- The COMPASS application is revised to include voter registration links.
- For any application or renewal form that does not offer voter registration, follow the steps in Policy Clarification [PO -14292-980](#).

At each application, renewal and report of an address change, caseworkers need to update the voter registration block in the Client Information System. Narrative entries need to address actions taken regarding voter registration.

Next Steps

1. Share this information with all staff.
2. Direct any questions to your Area Manager.