



A Tradition of Stewardship  
A Commitment to Service

# NAPA COUNTY HEALTH AND HUMAN SERVICES AGENCY

## Self Sufficiency Services Division

<b><u>POLICY AND PROCEDURE:</u></b>	<b>EFFECTIVE DATE:</b> January 1, 1995
<b>Voter Registration</b>	<b>ORIGINAL DATE OF ISSUE:</b> December 26, 1995
<b><u>REVIEW FREQUENCY:</u></b>	<b>LAST REVISION DATE:</b> December 22, 2020
Annually	<b>APPROVAL:</b> <u>Juan Bautista 1/5/2021</u> Eligibility Services Manager Date
POLICY # 2000601-6001-20	<b>APPROVAL:</b> <u>Teresa Brown 12/28/20</u> Employment Services Manager Date
<b><u>DISTRIBUTION:</u></b>	<b>APPROVAL:</b> <u>Lynn Perry 1/5/21</u> SSSD Deputy Director Date
<input checked="" type="checkbox"/> Employment Services <input checked="" type="checkbox"/> Eligibility Services <input checked="" type="checkbox"/> Quality Mgmt	<b>APPROVAL:</b> <u>John Yarnall 1-7-2021</u> HHSa Director Date

### POLICY STATEMENT:

It is the policy of Napa County Health and Human Services Agency (NCHHSA) to provide Voter Registration cards, assist people in completing the form (when requested), and to return all completed voter registration forms to elections officials in a timely manner, per State regulations. Adherence to this policy assures that every client (or member of the public) has an opportunity to register to vote and allows easy access to voter registration materials.

### ADMINISTRATION:

All Staff

### DEFINITIONS:

**Pre-Registration** – Voter registration is now available for eligible 16 and 17 year olds. California youth who pre-register to vote will have their registration become active once they turn 18 years old. Pre-registration does not change the voting age, which is 18.

**Remote Transactions** – Transactions completed by mail, telephone, email, or internet

### END OF POLICY

## PROCEDURE

### **I. Overview**

- A. The National Voter Registration Act (NVRA) requires counties to provide voter registration opportunities at all offices that provide public assistance.
  - 1. Voter Registration Cards shall be made available for any person (applicant/recipient or not) in a visible location.
- B. Voter Registration Cards must be obtained from the county elections office to ensure proper tracking.
- C. All applicants and recipients must be given a California Voter Registration Card (VRC) and the NVRA Voter Preference Form (MC 200), regardless of whether they indicate they want to register to vote or not, at the following times:
  - 1. Initial application
  - 2. Annual renewal
  - 3. Change of address
  - 4. Anytime an applicant/recipient requests a card.
- D. County staff are prohibited from:
  - 1. Seeking to influence an applicant/recipient's political preference or party registration
  - 2. Displaying any political preference
  - 3. Making any statement or taking any action to discourage registration
  - 4. Leaving an applicant/recipient with the impression that a decision to register or not to register has any bearing on the availability of program services or benefits
- E. County staff shall:
  - 1. Provide assistance in completing the forms, if requested
    - a. If assistance is provided in completing the VRC, the green box on the VRC must be completed, signed and dated by the person providing the assistance.
  - 2. Provide the same degree of assistance to all applicants/recipients, including persons with disabilities, when completing the VRCs either in their home or in person as offered when completing the agency's own forms.
  - 3. Inform clients that receipt of benefits is not linked in any way to a client's decision to register to vote.
  - 4. Accept and transmit completed VRCs to the appropriate county elections officials the date received, however no later than three (3) calendar days from the date received.
    - a. Forms can be mailed through the US Postal Service or through interoffice mail to "Election Department"
    - b. A journal entry in C-IV/CalSAWS shall be completed anytime staff forwards the VRC to the elections office.
    - c. VRC should not be imaged.
    - d. If a VRC is sealed, forward to the elections office unopened.
      - 1) Date Stamp the outside of the VRC
      - 2) Staff will be unable, in these instances, to create a journal entry.
- F. General Questions about registering to vote or what political parties exist, should be referred to the Elections Office, 900 Coombs Street, Room 256 or telephone number (707) 253-4321

## II. Intake and Annual Renewal

- A. The MC 200 - NVRA Voter Preference Form is provided to all CalWORKs (CW), CalFresh (CF), Medi-Cal (MC), General Assistance (GA), and County Medical Services Program (CMSP) clients at application and renewal. This form allows the applicant/recipient to request or decline to register to vote.
- B. The VRC must be provided to all applicants/recipients age 18 years old or older who are US Citizens and not on parole for a felony conviction.
  1. VRC shall be offered and/or provided to any applicant/recipient age 16 and 17 years old for pre-registration.
  2. Only one VRC may be provided to the household if it includes information that the applicant/recipient may contact the County to receive additional VRCs.
    - a. This criteria is met by having the SSSD 1042 – Voter Registration Notification attached to the VRC.
- C. During face to face transactions, the EW will:
  1. Ask the client to complete the MC 200 – NVRA Voter Preference Form.
  2. Provide a VRC to the client and encourage (not require) the client to complete the VRC in the office **ONLY** if they state they wish to register to vote.
    - a. If a client chooses not to register at the agency, but still takes a blank VRC home, the EW should ask the client to complete the MC 200 – NVRA Voter Preference Form and check the “No” box, since the client is choosing not to register at that time.
  3. Image and Index the MC 200 following the index guide
  4. Provide a VRC for any aided person age 16 or older who was not present at the face to face appointment.
  5. Complete a C-IV/CalSAWS journal entry to include – which forms were provided and for whom, which forms were collected, and the outcome of the client’s decision.
    - a. **Example:** Provided client with an MC 200 – NVRA Voter Preference Form and Voter Registration Card. Client marked “yes” to wanting to register to vote, had client complete VRC in office and mailed VRC to elections office.
- D. During remote transactions, the EW will:
  1. Send the MC 200 – NVRA Voter Preference Form with the applicable packet.
    - a. All intake and renewal packets include a voter preference form.
  2. Send a VRC to each person aged 16 and over with the pending list for renewal only.
    - a. VRC is provided to applicants in the information packet.
  3. If the MC 200 – NVRA Voter Preference Form is not returned, EW should attempt to follow up once with the client to find out whether the client would like to register to vote or if assistance is needed.
    - a. Document contact or attempted contact and result in the journal entry.
  4. If after contact or attempted contact, the MC 200 is still not returned, EW should write “No Response” and the client’s name and date on a blank MC 200 and image and index it into C-IV/CalSAWS.
    - a. Checkboxes may be left blank
  5. Image and Index any documents following the index guide
    - a. Voter Registration Card should not be imaged.
  6. Complete a journal entry to include – which forms were provided and for whom, which forms were collected, any contact or attempted contact made, and the outcome.

### III. Change of Address

1. Any time an applicant/recipient reports that they have moved from their current location, the worker completing the change of address shall:
  - a. Send the MC 200 and VRC to all persons aged 16 and over on the case, that moved to a Napa County residence.
    - 1) Only one MC 200 and VRC needs to be sent to the household when it includes information that the household may contact the County to obtain additional MC 200 and VRCs.
      - i. Attach the SSSD 1042 – Voter Registration Notification to the MC 200 and/or VRC to meet the criteria or only needing to send one to the household.
    - 2) If the MC 200 – NVRA Voter Preference Form is not returned, staff should attempt to follow up once with the client to find out whether the client would like to register to vote or if assistance is needed.
      - i. Document contact or attempted contact and result in the C-IV/CalSAWS journal entry.
    - 3) If after contact or attempted contact, the MC 200 is still not returned, staff should write “No Response” and the client’s name and date on a blank MC 200 and image and index it into C-IV/CalSAWS.
      - i. Checkboxes may be left blank
  - b. Complete a C-IV/CalSAWS journal entry to include – which forms were provided and for whom, which forms were collected, any contact or attempted contact made, and the outcome.

### IV. Change of Name

1. Any time an adult applicant/recipient reports that they have changed their first or last name, the worker completing the name change shall:
  - a. Ask the applicant/recipient if they would like a VRC and provide if requested.
  - b. Complete a C-IV/CalSAWS journal entry to state that the VRC was sent.

### **REFERENCES:**

ACIN [I-46-94](#) – Implementation of the National Voter Registration Act of 1993

ACIN [I-09-09](#) – National Voter Registration Act of 1993

ACIN [I-01-12](#) – Secretary of State’s Changes to the California National Voter Registration Act Manual

ACIN [I-04-13](#) – SB 35 (Padilla), Chapter 505, Statutes of 2012, and the National Voter Registration Act of 1993

ACIN [I-04-13E](#) – Correction to ACIN I-04-13

ACL [96-01](#) – Implementation of NVRA and of Wilson vs USA

ACL [18-39](#) – NVRA Pre-Registration for Minors, Forwarding Voter Registration Card (VRC) Change, and Training Updates.

ACL [18-39E](#) – NVRA Pre-Registration for Minors, Forwarding Voter Registration Card (VRC) Change, and Training Updates, Erratum

**FORMS**

California Voter Registration Card  
MC 200 - NVRA Voter Preference Form  
SSSD 1042 – Voter Registration Notification

**CONTACT PERSON(S):**

Shanna Gardner, Staff Services Analyst

**END OF PROCEDURE**

**REVISION HISTORY:**

<b>Revision</b>	<b>Date</b>	<b>Description of Change</b>	<b>Requested By</b>
0.0	12/26/95	Procedure created.	Allison Muller, SSA II
1.0	12/31/10	Revised for new format.	Jessica Chapin, SSA II
1.5	4/12/12	Revised per ACIN I-01-12	Shanna Gardner, SSA II
2.0	11/26/13	Annual Review. Added information in regards to SB 35 & ACIN I-04-13. Changed name of procedure from Motor Voter Registration to Voter Registration	Shanna Gardner, SSA II
3.0	12/31/14	Annual Review. Added in Change of Name requirement	Shanna Gardner, SSA II
4.0	12/29/15	Annual Review	Shanna Gardner, SSA
5.0	12-21-16	Annual Review. No Changes	Shanna Gardner, SSA
6.0	12-20-17	Annual Review. Added in pre-registration information as well as change to not provide Voter preference form or VRC to clients who move out of Napa County.	Shanna Gardner, SSA
7.0	12-26-18	Annual Review. Added ACL 18-39.	S. Gardner, SSA
8.0	12-31-19	Annual Review. Added ACL 18-39 Erratum & letter to County from Secretary of State's Office	S. Gardner, SSA
9.0	12-22-20	Annual Review. Add in use of SSSD 1042.	S. Gardner, SSA



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### Voter Registration Certification

Under federal law, the National Voter Registration Act requires states to provide voter registration opportunities at all offices that provide public assistance and all offices that provide state-funded programs primarily engaged in providing services to person(s) with disabilities.

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I have read and understand the SSSD Voter Registration policy and procedure. I have viewed the online training and understand my responsibility to provide voter registration materials to applicants, recipients, and anyone who requests the information.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date: