

1.20 National Voter Registration Act of 1993

POLICY:

The National Voter Registration Act of 1993 (NVRA), also known as the Motor Voter Act, is a United States federal law which requires state governments to offer simplified voter registration processes for any eligible person who applies for public assistance - including WIC.

Each applicant for services, renewal of services or address changes must be provided with a voter registration form as well as assistance in completing the form and forwarding the completed application to the appropriate state election official.

Agencies are required to provide each applicant who does not decline to register to vote with the same degree of assistance in completing the voter registration form as is provided in completing other program forms, unless the applicant refuses such assistance.

The West Virginia WIC Program implemented NVRA January 1, 1995.

PROCEDURE:

A. NVRA Forms

1. NVRA forms must be kept on hand at each Local Agency WIC clinic. Declination forms, Voter Registration forms, and mailing envelopes are available from the Secretary of State by requesting via email elections@wvsos.com or phone 304-558-6000
2. Voter registration forms must be distributed to WIC participants during each application/initial certification, subsequent certification or change of address.
3. Declination forms must be filed by day in a secure clinic location.

B. The Local Agency Provides the Following Services:

1. Provide the WIC participant during each application/initial certification, subsequent certification or change of address an opportunity to register to vote or decline to register to vote.
2. Assist the WIC participant in completing the registration form, with the same degree of assistance as is provided in completing other program forms, unless the applicant refuses such assistance; and
3. Accept completed registration forms for transmittal to State election officials.

C. The Local Agency is Prohibited from the Following:

1. Seeking to influence an applicant's political preference or party registration;
2. Displaying any such political preference or party allegiance;

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3. Making any statement to an applicant or taking any action to discourage the applicant from registering to vote; and
4. Making any statement to an applicant or taking any action that leaves the applicant with the impression that a decision to register or not to register has any bearing on the availability of Program services or benefits.

D. Integration of NVRA into the WIC Clinic

1. Voter registration will be integrated into the WIC clinic in a manner that minimizes burden and is least disruptive to WIC Program procedures.

E. Local NVRA Coordinators

1. Each site must have an NVRA Coordinator.
2. NVRA Coordinators will train existing agency staff on their responsibilities under the NVRA every six (6) months and will provide NVRA training to all new hires within 2 weeks of hiring.
 - a. Coordinators will use the Motor Voter Best Practices Guide (Attachment #1) and PowerPoint(Attachment #2) presentation provided by the Secretary of State's Office.
 - b. Maintain and secure a voter registration 'date' hand stamp. Hand stamps are provided by the Secretary of State's Office. If you need a new date hand stamp, contact the Secretary of State's Office at 866-767-8683 or via email elections@wvsos.com.
 - c. Ensure that each application is stamped the day it is received in the agency office.
 - d. Forward completed voter registration applications to the Secretary of State's Office within five (5) business days of receipt in the prepaid envelope provided by the Secretary of State's Office. Clinic Name - "City/Town WIC" - should be in the return address area to designate location to assist the Secretary of State's Office in tracking submitted registrations.
 - e. Retain declination forms in the local office for 22 months in a secure location. It is recommended that the forms be filed by date in order to make it easier to clear the files as each group reaches the 22nd month. At the end of 22 months, those declinations must be destroyed.

REFERENCES:

1. WIC Policy Memorandum 94-4 Implementation of the National Voter Registration Act of 1993 (NVRA)

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2. WIC Policy Memorandum 95-1, Questions and Answers on Implementation of National Voter Registration Act of 1993 (NVRA)

ATTACHMENTS:

1. Motor Voter Best Practices Guide
2. Motor Voter Powerpoint Training PDF Version