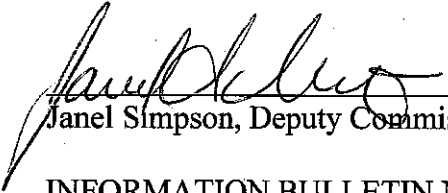


STATE OF CONNECTICUT

**DEPARTMENT OF SOCIAL SERVICES
PROGRAM INFORMATION BULLETIN**



Janel Simpson, Deputy Commissioner

February 22, 2015

INFORMATION BULLETIN NO: 16-03

PROGRAMS: ALL

SUBJECT: National Voter Registration Act (NVRA) Procedures

| | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overview | <p>This Program Information Bulletin (PIB) describes process changes required to comply with the National Voter Registration Act (NVRA).</p> <p>This PIB also clarifies procedures for working with homeless individuals, forms retention, and the Online Address/Name Change process.</p> |
| Forms | <p>The following forms are used for NVRA:</p> <ul style="list-style-type: none">• ED-671A/ED-671S (Mail-in Voter Registration Form) is issued by the Office of the Secretary of State. This form is kept in the DSS Service Centers for clients who want to register to vote. All DSS office orders for this form must be placed through the Economic Security Unit.• W-614/W-614S (Mail-In Voter Registration Application Card) distributed by the DSS mail room with application or renewal forms.• ED-682/ED-682S (Do You Want to Register to Vote?) is used with the W-1QMB application, which does not currently have a voter declination page. The future W-1QMB forms will have this page incorporated into the form.• W-619/W-619S (Receipt of Application), mailed to client after the W-614/W-614S is sent to the appropriate town hall.• AH3 Access Health CT Application. |

| | |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Background</p> | <p>The National Voter Registration Act (NVRA) of 1993 was enacted with the purposes of increasing the number of eligible citizens who register to vote in elections, protecting the integrity of the electoral process, and increasing eligible voter participation in elections.</p> <p>The NVRA requires public assistance agencies, including DSS, to:</p> <ul style="list-style-type: none"> • offer voter registration at application, renewal, and at report of a change of address or change of name; • assist in the completion of voter registration forms; • accept completed voter registration applications; and • provide the client with a receipt. <p>The procedures to be used by DSS workers and clients are outlined below.</p> |
| <p>W-1E, W-1ER & W-1QMB</p> | <p>The W-1E, W-1ER & W1-QMB forms include a page with the same information as form ED-682/S (Do You Want to Register To Vote?). This form allows the client to inform the Department if:</p> <ul style="list-style-type: none"> • he/she is currently registered • he/she wishes to apply to register to vote <p>When a client is mailed an application or renewal, it includes a W-614/S voter registration application card, commonly referred to as a “motor voter” card.</p> <p>Mail-in process - When a W-614/S is submitted through the DSS Scanning Center (Scan-Optics), the DSS Scanning Center then sends all completed W-614/S cards to the Economic Security Unit. The Economic Security Unit mails the W-614/S cards to the appropriate town hall and mails the W-619/S receipt to the client.</p> <p>W-614/S cards that are sent directly to DSS regional offices are mailed to the appropriate town hall by the field office Voter Registration Coordinator (VRC) in that DSS office. The VRC will mail the W-619/S receipt to the client.</p> <p>Service Center process - Staff in the DSS Service Center who complete a W-1E, W-1ER or W-1QMB during an interview, or who record a client’s change of address or name change must –</p> <ul style="list-style-type: none"> • Encourage the client to register online using the Secretary of State’s web site: http://www.ct.gov/sots/site/default.asp • Ensure the ED-682/S page is completed and make a copy of the page. • Back scan the full application or renewal including the ED-682/S. • Provide a copy of the ED-682/S page to the office VRC. • If the client wishes to apply in the office, assist the client to complete the ED-671A/S or W-614/S and provide the client with the W-619 receipt. |

**W1-E, W1-ER &
W1-QMB
(Continued)**

- Forward ED-671A/S or W-614/S to the field office VRC who will retain for reporting purposes, and mail to the appropriate town hall.
- Narrate the action taken.

Processing & Benefit Centers - DSS staff in the Processing & Benefit Centers should be aware of the NVRA procedures that apply via on-line, mail-in and at the Service Centers and be able to answer questions from clients and will:

- Mail either the ED-671A/S or W-614/S when requested by a client either via phone or when a request to register is stated on the ED-682/S page.
- Forward a copy of the ED-682/S page to the field office VRC.
- Narrate the action taken.

On-Line process – Individuals can apply for public assistance benefits, complete renewals, and report changes online. Individuals are provided a direct link to the Secretary of State web site to register to vote when conducting online business with DSS. <http://www.ct.gov/sots/site/default.asp>

**W1-QMBR
Renewal**

Distribution by DSS Mail Room - The new W-1QMBR renewal form will be mailed by the DSS Mail Room to active clients along with the ED-682/S and the W-614/S.

Mail-in process - Follow the same steps as above for mail-ins

AH3

Access Health CT (AHCT) - Individuals who walk into a DSS Service Center and request an AH3 form to apply for MAGI Medicaid through Access Health CT must also be provided voter registration documents to complete. The AH3 does not have voter registration documents incorporated into the form. If the individual completes the documents while in the office, provide the voter registration documents to your field VRC and provide a W-619/S Receipt of Application to the individual confirming their interest to register to vote.

| | |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Online Change of Address or Name</p> | <p>Online Change of Address/Name Process – Locally print a W-1348 and include an ED-682/S. Use the following text in the W-1348:</p> <ul style="list-style-type: none"> • You may apply to register to vote online at http://www.ct.gov/sots/site/default.asp or by returning the enclosed form. • Usted puede inscribirse para votar en línea a través del enlace http://www.ct.gov/sots/site/default.asp o devolviendo el formulario adjunto. <p>Use the W-1348 process for requesting SNAP deductions so as not to create an unnecessary work item in Connect.</p> |
| <p>Miscellaneous</p> | <p>DSS is required to offer voter registration at application, renewal and whenever a DSS client changes address or name regardless of the number of applications or renewals submitted.</p> <p>Mail returned from the Post Office – When mail is returned with a forwarding address from the Post Office, this is considered a reported change of address. The individual should be provided the opportunity to register to vote and the worker should use the Online Change Address/Name Process.</p> <p>Homeless - Individuals that do not have a “traditional form of abode” are asked to complete the voter registration application with the address “where they lay their head at night” – which could be a park bench, under a bridge, homeless shelter etc. They should complete an application with a mailing address of a friend or relative (in any town, or state) where they would be able to receive mail; or if a DSS office gives permission for them to receive mail at DSS office address.</p> <p>The below link is to the Secretary of State’s Homeless Voter fact sheet.</p> <p>http://www.sots.ct.gov/sots/lib/sots/electionservices/voterfactsheets/2015/ct_homeless_voter_fact_sheet2015.pdf</p> <p>Forms Retention – ED-682/S (Do You Want To Register To Vote) forms need to be kept by each DSS office for 36 months and then disposed.</p> |

DISPOSITION: Please retain this bulletin for future reference.
DISTRIBUTION: DSS field and central office staff
RESPONSIBLE UNIT: Economic Security Unit – Telephone (860) 424-5540
DATE ISSUED: February 22, 2016