

Procedure Title: Voter Registration

Purpose	Describe the method used to register voters who apply for/or are participants in the WIC program.
Voter Registration Requirements	The National Voter Registration Act requires that individuals be given the opportunity to register to vote (or to change their voter registration address) in elections for federal office when applying for (or receiving) WIC services.
Where Found	The WIC Certification Signature Form contains the voter registration declination for the Nebraska WIC Program.
When to Complete	This area should be completed by the applicant/client at the time of application for program benefits, at each additional certification visit, and each time the client reports a change of address.
Completion of Declination Box	<p>Clients who mark the “YES” box indicating they wish to register to vote should be given a Nebraska Voter Registration Form to complete.</p> <p>Clients who mark the “NO” box or leave the box blank are considered to not wish to vote.</p> <p>Voter Registration Forms will be filled out in compliance with instructions, and training provided by the Nebraska Secretary of State’s Office.</p>
Clients who Need Assistance Completing Form	<p>WIC Staff must offer the same amount of assistance, including bilingual assistance when necessary, to individuals in completing a voter registration form as they offer to individuals in completing WIC forms, unless the individual refuses that assistance.</p> <p>WIC staff who help individuals complete voter registration forms are prohibited from:</p> <ol style="list-style-type: none">1. seeking to influence an applicant’s party preference or party registration,2. displaying any such political preference or party allegiance,3. making any statement or taking any action whose purpose or effect is to discourage the applicant from registering to vote, or,4. making any statement or taking any action whose purpose or effect is to lead the applicant to believe that a decision whether or not to register has any bearing on the availability of services or benefits.

**Processing
Completed
Forms**

Upon completion of the voter registration form the WIC applicant/client may,

1. Return it to WIC Staff, or
2. Mail it to the election office, or
3. Deliver in person to the election office.

Voter Registration Forms which have been completed and returned to WIC staff are to be processed according to instructions from the Nebraska Secretary of State's Office.

**Ordering
Forms**

Voter Registration Forms may be ordered from the State WIC Office using the WIC materials order form in section O of this manual.
