



Procedure: Voter Registration

Functional Area: VIII Certification, Eligibility & Coordination of Services

Section: I 1

Approval Date: 6/2015

Citation: National Voter Registration Act; NE Election

Revised Date: 8/2016

Act

Purpose	Describe the method used to register voters who apply for/or are clients 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	Journey 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 Voter Registration in Journey	<p>Clients or authorized representatives should be asked if they are registered to vote where they currently live? If the person answers No, then they should be asked if they wish to register?</p> <p>Their answers to each question should be documented in the Voter Registration panel of Journey as shown in the example:</p> <div data-bbox="558 1289 1331 1428" data-label="Form">A screenshot of a web form interface. The first question is "Are you registered to vote where you currently live?" with a dropdown menu showing "Yes". The second question is "Was a voter registration form completed today?" with a dropdown menu showing "No".</div>
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 application, 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,

Clients Who Need Assistance Completing Form (cont.)

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.
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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. These instructions are part of the Voter Registration training packet and video.

Ordering Forms

Voter Registration Forms must be ordered using the WIC materials order form available from the State WIC Office.

Training

Voter registration training is provided to all staff as part of the WIC Training Clinic. All new staff must view the Voter Registration Training Video at the local agency before attending the training clinic.
