



Department of
Job & Family
Services

National Voter Registration Act Agency Coordinator Training for County Departments of Job and Family Services

Program Policy & Systems

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June 6, 2024

The Purpose of This Training Is to:

- Increase your knowledge of the National Voter Registration Act (NVRA) and its requirements;
- Remind you of your responsibilities under the NVRA, Ohio law, and ODJFS policies;
- Assist you with developing a comprehensive NVRA plan for your CDJFS; and
- Provide you with the tools to train your CDJFS staff on how to engage clients in voter registration opportunities.

What Is the NVRA?

The NVRA is a federal law enacted to increase the number of eligible citizens who register to vote.

Many of the provisions of the NVRA have been incorporated into Ohio law.

Pub. L. 103-31, May 2, 1993; 107 Stat. 77; 52 USCS §20501(b)(1).

Ohio Revised Code sections 329.051, 3501.01, 3501.05, 3503.10.

How Does the NVRA Apply to a CDJFS?

The NVRA requires states to offer voter registration opportunities to citizens when they interact with certain government agencies – including human services agencies that provide public assistance.

These government agencies are commonly referred to as “designated agencies” and must offer voter registration opportunities and assistance to individuals engaging in certain transactions with the agency.

52 USCS §20506(a)(2).

How Does the NVRA Apply to a CDJFS?

In Ohio, “designated agencies” include the following:

- ODJFS and CDJFS offices,
- Ohio Department of Health (for the Women, Infants, and Children Program),
- Ohio Department of Mental Health and Addiction Services,
- Ohio Department of Developmental Disabilities, and
- Opportunities for Ohioans with Disabilities.

R.C. 3501.01(X).

CDJFS Offices Must

- Appoint an NVRA Agency Coordinator;
- Design and implement an NVRA plan;
- Provide clients the opportunity to register to vote when applying, reapplying/recertifying, and reporting a change of address;
- Use required language when providing the opportunity to register to vote;
- Provide a voter registration application and Voter Rights/Declination Form;
- Offer the same assistance to a client who is completing these forms as they offer with any other agency forms;

CDJFS Offices Must

- Offer registration in offices, homes, and via mail or phone;
- Refrain from attempting to influence a client's decision to register, displaying their political beliefs/party affiliation, or doing anything that might lead a client to believe that registering to vote or not will impact the benefits or services that the client receives;
- Keep the source of completed registration forms confidential;
- Submit completed Voter Registration forms to the County Board of Elections (BOE) each week and within 5 days of receiving the completed form; and
- Prominently display voter registration posters at each location where voter registration services are provided (available through the Ohio Secretary of State).

Spot Checks by Ohio Secretary of State

The Secretary of State's Office will conduct **unannounced** spot checks—i.e., on-site visits—in at least 20 CDJFS offices per year.

The Office may schedule and conduct additional, unannounced spot checks at any CDJFS office that is flagged for further review.

NVRA Agency Coordinator

Each CDJFS office must identify one person to serve as the NVRA Agency Coordinator for the CDJFS office, departments, divisions, and programs.

The NVRA Agency Coordinator is responsible for administering all aspects of the voter registration program for the CDJFS office.



NVRA Agency Coordinator – Duties

1. Develop and implement an NVRA plan for the CDJFS office.
2. Serve as a liaison between the CDJFS, ODJFS, Ohio Secretary of State, Ohio Department of Medicaid, and the county BOE.
3. Compile and maintain a list of CDJFS employees who provide voter registration opportunities.
4. Report in writing – via the transmittal form – to the BOE the number of voter registration forms transmitted. The CDJFS is required to submit voter registration forms with the transmittal form to the BOE at least once every 5 days.

NVRA Agency Coordinator – Duties

5. Train employees who offer voter registration services and document who attends the training—i.e., who, what, when, etc.
6. Order and print supplies for voter registration services. The CDJFS needs a sufficient supply of voter registration forms, declination forms, transmittal forms, posters, instruction brochures, etc.

Site Coordinator

If a CDJFS has several locations within the county, it may designate a Site Coordinator for each site. A site is the office/location within each CDJFS office that must offer voter registration services.

The Site Coordinator is responsible for the daily administration of the voter registration program—i.e., the same duties as the NVRA Coordinator unless specified otherwise in the NVRA Plan.

Any Site Coordinator must report to the NVRA Coordinator.

Voter Registration Services – CDJFS Staff

- Provide clients the opportunity to register to vote when applying, reapplying/recertifying, and reporting a change of address;
- Give a voter registration application and Voter Rights/Declination Form to each client;
- Use required language when providing the opportunity to register to vote; and
- Offer the same assistance to a client who is completing these forms as they offer with any other agency forms.



Voter Registration and Information Update Form

Please read instructions carefully. Please type or print clearly with blue or black ink.
For further information, you may consult the Secretary of State's website at: VoteOhio.gov or call 877-SOS-OHIO (877-767-6446).

Eligibility

You are qualified to register to vote in Ohio if you meet all the following requirements:

1. You are a citizen of the United States.
2. You will be at least 18 years old on or before the day of the general election.
3. You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
4. You are not incarcerated (in jail or in prison) for a felony conviction.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently disenfranchised for violations of election laws.

Use this form to register to vote or to update your current Ohio registration if you have changed your address or name.

NOTICE: This form must be received or postmarked by the 30th day before an election at which you intend to vote. You will be notified by your county board of elections of the location where you vote. If you do not receive a notice following timely submission of this form, please contact your county board of elections.

Please see information on back of this form to learn how to obtain an absentee ballot.

Numbers 1 and 2 below are required by law. You must answer both of the questions for your registration to be processed.

Identification Requirements

If you have a current Ohio driver's license or state ID card, you must provide that number on line 10. If you do not have an Ohio driver's license or state ID card, you must provide the last four digits of your Social Security number on line 10. If you have neither, please write "None."

Residency Requirements

Your voting residence is the location that you consider to be a permanent, not a temporary, residence. Your voting residence is the place in which your habitation is fixed and to which, whenever you are absent, you intend to return. If you do not have a fixed place of habitation, but you are a consistent or regular inhabitant of a shelter or other location to which you intend to return, you may use that shelter or other location as your residence for purposes of registering to vote. If you have questions about your specific residency circumstances, you may contact your local board of elections for further information.

Your Signature

In the area below the arrow in Box 14, please write your cursive, hand-written signature or make your legal mark, taking care that it does not touch the surrounding lines so when it is digitally imaged by your county board of elections it can effectively be used to identify your signature.

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I am: Registering as an Ohio voter Updating my address Updating my name

1. Are you a U.S. citizen? Yes No
 2. Will you be at least 18 years of age on or before the next general election? Yes No
 If you answered NO to either of the questions, do not complete this form.

3. Last Name		First Name		Middle Name or Initial		Jr., II, etc.	
4. House Number and Street (Enter new address if changed)				Apt. or Lot #		5. City or Post Office	
						6. ZIP Code	
7. Additional Mailing Address (if necessary)				8. County (where you live)			
9. Birthdate (MM/DD/YYYY) (required)		10. Ohio driver's license number, state ID card number, OR last four digits of Social Security number (one form of ID required to be listed or provided)		11. Phone Number (voluntary)			
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street							
Previous City or Post Office		Previous County		Previous State			
13. CHANGE OF NAME ONLY Former Legal Name				Former Signature			
14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.				Your Signature		Date (MM/DD/YYYY)	

Ohio Department of Job and Family Services VOTER REGISTRATION NOTICE OF RIGHTS AND DECLINATION

County Department of Job and Family Services	
Name	Date

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

- YES, I want to register to vote.
 NO, I do not want to register to vote.

IF YOU DO NOT CHECK EITHER BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

Signature

(This portion to be retained by agency)

(This portion to be given to applicant/recipient)

Date

If you have not received any verification of your voter registration from the county board of elections in which you reside within 21 days from the date you registered, you may inquire about the status of your registration by contacting your county board of elections.

If you believe that someone has interfered with your right to register or decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with the prosecuting attorney of your county or with the Secretary of State:

Ohio Secretary of State
 180 E. Broad Street
 Columbus, OH 43215
 (614) 466-2585
 Toll Free: (877) 868-3874

Address of County Prosecutor
City, State and Zip Code of County Prosecutor
Phone Number of County Prosecutor

Language

Please tell the client:

“In addition to other materials, we are providing you with a voter registration application. If you are not already registered to vote, or if you are registered and want to update your registration, you may do so here.”

And, if the client desires to register to vote or to update his or her current registration, please advise the client:

“If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the form in private. Would you like assistance?”

Who Should Register/Update Registration?

- Anyone who is eligible to register to vote but has not registered.
- Anyone who has changed their name or address since last registering to vote or updating their voter registration.
- Anyone who has been convicted of a felony and released from incarceration.
- Anyone who has not voted in four years (two federal general elections) or responded to a confirmation notice from the board of elections.

Who is Eligible to Register in Ohio?

A person must:

- Be a citizen of the United States;
- Be at least 18 years of age on or before the day of the next general election;
- Be a resident of Ohio for at least 30 days immediately before the election at which they wish to vote;
- Not be incarcerated for a felony conviction under the laws of this state, another state, or the United States;
- Not have been declared incompetent for voting purposes by a probate court; and
- Not have been permanently disenfranchised for violations of election laws.

Homeless Clients

If a client is homeless, they may use the address of a shelter or other location at which they have been a consistent or regular inhabitant and to which they have the intention of returning as their residence address.

The CDJFS address may be listed as a mailing address but not the residence address.

Tips for Assisting Clients

- Use a black ink and print all information (except signature).
- Check that all information is complete and legible.
- Remind client that the signature must not cross the borders of the box on Line 14.
- Make sure client provided their birthdate and not the current date.
- A driver's license number will have two letters and six numbers.
- Ask client to provide their phone number in case there are questions about, or problems with, their application.

Important Voting Information

Explain to a client how they can check the status of their voter registration application and where to go for information on requesting an absentee ballot, where to vote in person, and valid voter identification.

VoteOhio.gov

877.SOS.OHIO (877.767.6446 x1)

TTY: 614.728.3295

TTY Toll-free: 877.TTY.OHIO (877.889.6446)

New Voter Identification Requirements

Valid photo identification for voting in person on Election Day:

- Ohio driver's license;
- State of Ohio ID card;
- Interim ID form issued by the Ohio Bureau of Motor Vehicles;
- U.S. passport;
- U.S. passport card;
- U.S. military ID card;
- Ohio National Guard ID card; or
- U.S. Department of Veterans Affairs ID card.

New Voter Identification Requirements

All photo IDs must have the following:

- An expiration date that has not passed;
- A photograph of the voter; and
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Poll Book.

NOTE: An unexpired Ohio Driver License, State ID Card, or Interim Documentation with the individual's **former address IS an ACCEPTABLE** form of ID when his/her current address is in the pollbook.

OBWP and the NVRA

The Ohio Benefits Worker Portal (OBWP) is designed to automatically include the Voter Registration and Notice of Rights and Declination forms with the required notices and applications generated from OBWP.

Ohio Benefits will automatically save the Voter Registration and Notice of Rights and Declination forms in the client's message box.

CDJFS staff are not required to update OBWP to track distribution of these forms.

CDJFS staff can review the forms sent (within the context of the case, select the *Distributed Documents* link on the *Eligibility* tab).

Note that OBWP will not automatically send the completed forms to a county board of elections.

OBWP Functionality and the Client

The Ohio Benefits Self-Service Portal includes for the client:

- A link to the Ohio Secretary of State's Office website.
- Instructions for contacting the CDJFS to receive a mailed copy of the Voter Registration forms and Notice of Rights and Declination forms.
- A link to a PDF of the voter's rights and responsibilities on the same page as the voter registration question.
- Language providing the toll free help desk and Ohio Secretary of State's Office phone number for assistance with completing the forms.
- Automatically sends the Notice of Rights and Declination to the clients inbox when the client does not answer the Voter Registration question on the application.

Best Practices

- County Agencies should not scan or photo copy Voter Registration forms to be transmitted to the Board of Elections.
- Individuals should not be directly instructed to scan Voter Registration forms into EDMS from lobby kiosks/scanning stations.
- County agencies should explore adding drop boxes specifically for Voter Registration forms.
- County agencies should date stamp Voter Registration forms on the date they are received without identifying the county agency that received the form(s).
- Recognize CDJFS employees who contribute to voter registration efforts in positive way.
- Hang a registration poster on each cubicle/area visited by a client.
- Remind staff of upcoming voter registration deadlines.
- Utilize the resources of the Ohio Secretary of State's website.

<https://www.ohiosos.gov/elections/elections-officials/elections-officials-resources/#nvra>



Voter Registration Deadlines

A person must register to vote or update their voter registration no later than 30 days prior to an election.

Deadlines for 2024:

- July 8, 2024 for the August 6, 2024 Special Election
- October 7, 2024 for the November 5, 2024 General Election



NVRA Reporting in Survey

Each CDJFS Office must continue to report its NVRA-related information monthly in SurveyMonkey.

“NVRA Monthly Report”



Department of
Job & Family
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Questions?

Thank you!

This training, along with additional resources on the NVRA and related forms, will be located on the JFS Beacon.

Contact ODJFS with any questions regarding the NVRA or voter registration.

nvraprograms@jfs.ohio.gov

-or-

Alande Orelie

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200 Civic Center Dr., Columbus, Ohio 43215

Phone: (614) 697-3131

Email: aorelie@OhioSoS.gov