



RICHLAND COUNTY
JOB & FAMILY SERVICES

Richland County Job & Family Services

NVRA Training

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Purpose

- Establish an on-demand method for National Voter Registration Act (NVRA) coordinators to access as needed.

Goals

- Demonstrate an increase in knowledge of the requirements of the NVRA and have a clear understanding of your responsibilities under NVRA, Ohio statutes and rules, and OhioJFS policies.
- Be able to develop a plan that articulates the process by which your agency will comply with all Federal, State, and Agency statutes and procedures.
- Have the tools to train your own agency staff when working with clients regarding voter registration opportunities.



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National Voter Registration Act

Congress enacted the National Voter Registration Act of 1993 to create a variety of mechanisms to make it easier for citizens to register to vote. **Pub. L. 103-31, May 20, 1993, 107 Stat. 77, 42 U.S.C. 1973gg** — commonly referred to as the "motor voter law"—became effective on January 1, 1995.

NVRA Purposes:

- To establish procedures that increase the number of citizens who register;
- To encourage governments to enhance participation in voting;
- To protect the integrity of the electoral process; and
- To ensure accurate and current registration rolls.

The complete text of the NVRA is included in the manual. Also, the EAC's Web site contains a link to the text of the NVRA: <https://www.eac.gov/faq/>



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National Voter Registration Act

- Congress recognized that providing voter registration services at motor vehicle offices alone would discriminate against those persons who are least likely to have a driver's license.
- Thus, the Act includes a requirement that States integrate voter registration into client-staff interactions at human services agencies. These agencies are designated agencies under the NVRA.

State Laws, Rules and Policies

- ORC 3501.05
- ORC 3503.10 Voter registration programs.



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What Are Designated Agencies under the NVRA ?

Designated Agency - an office or agency, such as JFS, in the state that provides public assistance or that provides state-funded programs primarily engaged in providing services to persons with disabilities.

Under NVRA, each agency is required to design and implement a plan following NVRA , Ohio statutes and Secretary of State and OhioJFS guidelines for providing the opportunity for clients to register to vote.

Note: The county agency is responsible for maintaining their plan, but an annual submission is no longer required.



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NVRA Designated Agencies are required to:

- Appoint an NVRA Coordinator responsible for implementation.
- Provide clients the opportunity to register to vote when ***applying, recertifying,*** and for those ***reporting a change of address.***
- Use mandated language when providing the opportunity to register to vote.
- Provide voter registration applications and ***Voter Rights/Declination*** forms.
- Provide the same assistance when completing the form(s) as they provide with any other agency forms.



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NVRA Designated Agencies are required to:

- Offer registration in offices, homes, and via mail or phone.
- Refrain from attempting to influence a clients' decision to register, or their political beliefs or party affiliation.
- Keep the source of completed registration forms confidential.
- Submit Voter Registration forms to the Board of Election (BOE) within 5 days of receiving the completed form.
- Prominently display voter registration posters at each location where voter registration services are provided (available through the OhioSOS' office).



Who is Eligible to Vote ?

- A Citizen of the United states
- Will be an Ohio resident for 30 days immediately before the election in which they wish to vote
- Will be at least 18 years old on or before the next general election
- is not incarcerated (in prison or jail) for a felony conviction under the laws of this state, another state, or the United States
- Has not been declared incompetent for voting purposes by a probate judge
- Has not been permanently disenfranchised for violations of Ohio's election laws

Miscellaneous Information

- Homeless citizens may register by describing the location of a shelter or living space. **The JFS address may only be listed as a mailing address NOT the residence address**
- College students may register at home or college 30 days before an election



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Who should register?

- Anyone eligible to vote and not registered.
- Anyone who has changed their name or address (even if you live in the same county) since last registering.
- Anyone released from incarceration for a felony
- If you voted in the any of the last four Federal Elections, you are still registered

Registration ends 30 days before the election in which the individual intends to vote.



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Application, Recertification & Change of Address

Ensure that clients have opportunities to register to vote at application, recertification and change of address for the following programs:

- Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Assistance
- Cash Assistance
- Medical Assistance
- Prevention, Retention & Contingency (PRC)
- Ohio Work First (OWF)

Note: NVRA requires Public Assistance agencies to offer voter registration, but it is the Ohio Legislature that determined which programs are covered; however, you may offer Voter Registration to any client.



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Designated Agency Forms Processing

- The date of **receipt** of a completed Voter Registration Form must be identified on the form, either by a date stamp or hand written notation, **in a way that does not identify the originating** agency. The date stamp should be placed in a blank space on the form so as not to interfere with reading the information on the form or scanning of the signature.
- Completed Voter Registration Forms, accompanied by the Transmittal Form, must go the county board of elections within 5 days after they are received from the clients.
- Each agency is responsible to make arrangements with their local BOE for the delivery of forms to the BOE.
- The Voter Rights/ Declination forms must be filed and kept at the county office for 24 months or follow your county retention policies, unless the question is on the application or reapplication.



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What do staff have to do for NVRA?

- Print the Voter Registration applications and Declination forms and mail to the client, if requested.
- Offer and assist clients in completing forms as you would any other application.
- Check to make sure that they filled out the entire Voter Registration form.
- Print Notice of Rights to client, if requested.
- Process Voter Registration applications and Declination forms to appropriate location within your agency in a timely manner. **(Voter Registration Mailbox in the RCJFS Mailroom)**
 - The Ohio Benefits Worker Portal (OBWP) will **not** automatically send the completed Voter Registration forms to the BOE.



What Staff Should Tell /Ask Clients

- It is recommended that you ask the client if they want to register to vote and bring their attention to the question and voter registration form attached.
- If you are not currently registered to vote where you live now would you like to?
- If you have moved or changed your name, you will need to update your registration.

Staff must:

- Be careful that the client makes a voluntary attempt to register to vote. The client should be assured that this decision will not affect the level of service or benefit offered at the agency.
- Remember that registration forms must be given the same importance and attention as other agency forms.

AND Staff should never

- Display any political signs or slogans or wear any political apparel or buttons.
- Give advice or information about political parties or persons.
- Attempt to influence the client's political party affiliation.



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If the Client Wants to Register, the Staff Should Offer Help

“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?”



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Voter Registration 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 Web site at: www.sos.state.oh.us or call 1-877-767-6446.

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 the 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 prior to Election Day, please contact your county board of elections.

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

Registering in Person

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

Registering by Mail

If you register by mail and do **not** provide either a current Ohio driver's license number or the last four digits of your Social Security number, please enclose with your application a **copy** of one of the following forms of identification that shows your name and current address:

Current valid photo identification card, military identification, or current (within one year) utility bill, bank statement, paycheck, government check or government document (except board of elections notifications) showing your name and current address.

Your Signature

Your signature is required for your registration to be processed. In the box next to the arrow by line 14, please affix your signature or mark, taking care that it does not touch surrounding lines or type so it can be effectively used to identify you. If your signature is a mark, include the name and address of the person who witnessed the mark beneath the signature line. If by reason of disability you are unable to physically sign, you may follow specific procedures found in Ohio law (R.C. 3501.382) to appoint an attorney-in-fact who may sign this form on your behalf at your direction and in your presence.

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

FOLD HERE

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	
7. Additional Rural or Mailing Address (if necessary)						8. County where you live	
9. Birthdate (MO-DAY-YR) (required)		10. Ohio driver's license No. OR last 4 digits of Social Security No. (one form of ID required to be listed or provided)				11. Phone No. (voluntary)	
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street							
Previous City or Post Office		County			State		
13. CHANGE OF NAME ONLY Former Legal Name				Former Signature			

FOR BOARD USE ONLY SEC4010 (Rev. 07/08)
City, Village, Twp.
Ward
Precinct
School Dist.
Cong. Dist.
Senate Dist.
House Dist.

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.

14. Your Signature →

Date / /
 MO DAY YR



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Registration Tips for Assisting Clients

- Use a BLACK pen. Print all information, except signature.
- Check for legibility.
- Remind client: Signature must not cross borders of box on Line 14.
- Check birth date. Current date is sometimes given.
- Drivers License number should have 2 letters plus 6 numbers.
- Request client's telephone number for potential notification of problems.
- Ask again if applicant has moved or has a name change.



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Staff explains statement at the bottom of the voter rights/ declination form and gives to the client

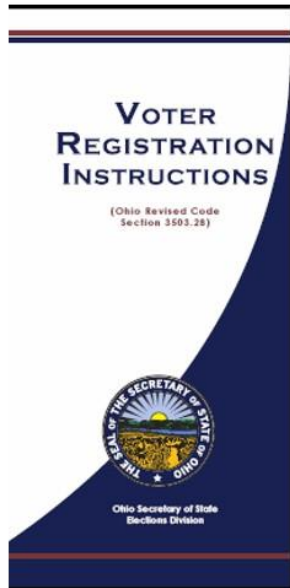
“If you believe someone has interfered with your registration in any way, your right to privacy with registration, or your political decisions, file a complaint with the ...(specific county information).”



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If a client or a member of the public requests more than three voter registration forms, you are required to provide them with a Voter Registration Instruction Brochure



VOTER REGISTRATION INFORMATION

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 prison) for a felony conviction under the laws of Ohio, another state or the United States.
5. You have not been declared incompetent for voting purposes by a probate court.
6. You have not been permanently denied the right to vote for violations of the election laws.

You are eligible to vote in elections in your voting precinct held more than 30 days after you are registered to vote in Ohio.

Submitting Your Voter Registration Form

Returning your own form:
You may return your completed voter registration form in person or by U.S. mail to any of the following public offices:

- Any county board of elections;
- The Ohio Secretary of State's office;
- BMV or Deputy Registrars;
- Office of designated agencies, including:
 - The Department of Job and Family Services;
 - The Department of Health (including the Women, Infants and Children (WIC) program);
 - The Department of Mental Health;
 - The Department of Mental Retardation and Developmental Disabilities;
 - The Rehabilitation Services Commission; or
 - Any state-assisted college or university that provides assistance to disabled students;
- Any county treasurer's office;
- Any public high school or vocational school; or
- Any public library.

If you are updating your current Ohio voter registration and returning your completed change of name and/or address form by U.S. Mail, you must send it to your county board of elections or the Secretary of State's Office.

Returning someone else's form:
Anyone entrusted to return a completed voter registration form on behalf of another person must return the completed form to a board of elections or to the office of the Secretary of State. Forms must be returned the earlier of 1) within 10 days after the registration form is completed, or 2) by the voter registration deadline before an election if the registration form has been signed on or before the registration deadline for the next upcoming election in the voter's precinct.

Registration Deadlines
Your properly completed voter registration form must be **postmarked or received** by the 30th day before the election at which you wish to vote. If the voter registration deadline falls on a day when offices of the Secretary of State and county board of elections are closed, the deadline is extended to the next succeeding business day when the government office is open.

NOTICE TO ALL VOTERS
(R.C. 3503.28(A)(6))

"Voters must bring identification to the polls in order to verify identity. Identification may include a current and valid photo identification, a military identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document, other than a notice of election or a voter registration notification sent by a board of elections, that shows the voter's name and current address. Voters who do not provide one of these documents will still be able to vote by providing the last four digits of the voter's social security number and by casting a provisional ballot. Voters who do not have any of these forms of identification, including a social security number, will still be able to vote by signing an affirmation swearing to the voter's identity under penalty of election falsification and by casting a provisional ballot." (Effective September 12, 2008)

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

Notice from County Board of Elections
Within 20 business days after receiving your properly completed voter registration form, your county board of elections must register you to vote and promptly notify you by mail of your precinct, polling location and the identification requirements for voting.



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Other Important Voting Information

- Explain to client when and how to check registration, proper ID, absentee ballot, etc.
- Ask client to **confirm registration** if a notification of the election is not received by 21 days from registering. Confirm by calling the county BOE or the Elections Hotline at (877) 868-3874 or checking on-line at home or at a public library.
- If clients are low-income citizens, they're less likely to have a driver's license, and need to know in advance what **alternative ID** is acceptable in order to vote. Remind client to **take valid ID** to vote.



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**Any currently registered voter can vote
absentee by:**

- Calling the Board of Elections
 - Requesting an absentee ballot application form.
 - Receiving the absentee ballot via mail.
 - Sending in the completed ballot.
 - Using the appropriate postage
- OR**
- Visiting the Board of Elections
 - With proper ID, voting ballot at the Board of Elections.
 - Ballots delivered in person must be received by the BOE by election day.
 - Ballots returned by US. Mail will be eligible if postmarked no later than the day before the election and received by the BOE on or before the tenth day after the election.



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UNDERSTANDING CDJFS NVRA COORDINATION

VOTER REGISTRATION CHECKLIST

Exhibit A

Voter Registration and update Form

Voter Registration and Information Update Form
Please read instructions carefully. Please print or print clearly with blue or black ink.
For further information, you may contact the Secretary of State's website at www.sos.state.ga.us or call (877) 503-6848.

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

- You are a citizen of the United States.
- You are at least 18 years old on or before the day of the general election.
- You will be a resident of Ohio for at least 30 days immediately before the election in which you want to vote.
- You are not incarcerated (in jail or prison) for a felony conviction.
- You have not been sentenced to imprisonment for voting fraud in the previous year.
- You have not been permanently disenfranchised for conviction of a felony crime.

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. This will be verified by your county board of elections at the location where you vote. If you do not receive a notice from your board of elections of the date, please contact your county board of elections.

Requirements & Dates are required by law. You must answer both of the questions for your registration to be processed.

Registering by Mail
If you have a current valid Ohio driver's license, you must provide that number on the form. If you do not have an Ohio driver's license, you must provide the last four digits of your Social Security number on line 10. You have neither, please enter "None".

Registering by Mail
If you require by mail and do not provide either an Ohio driver's license number or the last four digits of your Social Security number, you must enclose with your application a copy of one of the following forms of identification:
Current and valid photo identification, a military identification, or a current voter list card (including only the basic information: government check, paycheck, or government document (other than a notice of voter registration mailed to a board of elections) that shows the voter's name and current address.

Residency Requirements
Your voting residence is the location that you consider to be a permanent and 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 resident or regular member of a stable or other location to which you intend to return, you may use that address as your residence. If you are unable to provide a qualifying address, an election official may determine the location of registering in vote. If you have questions about your specific residency requirements, you may contact your local board of elections for further information.

Your Signature
In the area where the arrow in Block 14, please write your signature. Handwritten signatures to make your registration, listing your full name and last four digits of your Social Security number, is digitally stamped by your county board of elections. A scan reflecting the scan to verify your signature.

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

Please see information on back of this form to learn how to return an election ballot.

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

4. Your Name with Your Other Name (if applicable) Sex or Gender City or Fair Hills State House or Other

5. Address (Include address of residence) ZIP CODE

6. Previous address(es) (Include address of residence) ZIP CODE

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Exhibit B – JFS 07218 (8/2009)

Agency –Based Registration Voter Registration Transmittal Form

Ohio Department of Job and Family Services
AGENCY-BASED REGISTRATION VOTER REGISTRATION TRANSMITTAL FORM

County Department of Job and Family Services

Agency Local Address

City State Zip

Transmittal Date For Board Use Only (Duplicate)

Number of Registration Forms

Agency Designee Signature

Title

Phone Number

Comments or Explanation

9/16/2009



RICHLAND COUNTY
JOB & FAMILY SERVICES



Ohio Benefits Functionality and NVRA

- The Ohio Benefits Worker Portal (OBWP) is designed to automatically include the appropriate Voter Registration forms and the notice of rights with the required notices and applications generated from OBWP.
- OB will include updates that will automatically save the Voter Registration forms and the notice of rights in the client's message box.
- CDJFS staff are not required to update OBWP to track distribution of the Voter Registration forms.
- CDJFS staff can review the Voter Registration forms sent to the client.
- Within the context of the case, CDJFS staff will select the *Distributed Documents* link on the *Eligibility* tab.



RICHLAND COUNTY
JOB & FAMILY SERVICES

Ohio Benefits Functionality and the Client

- The Ohio Benefits Self-Service Portal includes for the consumer:
 - A link to the Secretary of State.
 - Instructions for contacting the CDJFS to receive a mailed copy of the Voter Registration forms and Notice of Rights.
 - A link to the PDF of the voter's rights and responsibilities is on the same page as the voter registration question.
 - Language providing the toll free help desk and Ohio Secretary of State phone number for assistance with completing the form.
 - 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.
- The following are planned in a future release:
 - A button will be added so the client can request a mailed copy of the Voter Registration forms and Notice of Rights.



Manually Retrieving the VR Forms from Ohio Benefits

1. CDJFS staff can manually generate the Voter Registration forms from OBWP, if requested.
2. CDJFS staff will select the *Document Control* tab.



3. In the *Form Name* field, CDJFS staff will input a search word related to the Voter Registration forms (e.g., “Voter”) and select search.

A screenshot of the Template Repository Search form. The form has the following fields: Form Name (containing 'Voter'), Form Number (empty), Category (dropdown menu), and Results per Page (set to 25). There are two Search buttons. A red arrow points to the Form Name field, and another red arrow points to the Search button at the bottom right.



Manually Retrieving the VR Forms from Ohio Benefits

4. CDJFS staff will select a form from the *Template Repository Search* list of forms.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Case Info, Eligibility, Empl. Services, Resource Databank, Fiscal, Special Units, Reports, Document Control, and Admin Tools. Below the navigation bar, there are tabs for Templates, Documents, Barcodes, and 1095-B. The main content area is titled "Template Repository Search" and includes a "Refine your Search" section. Below this is a "Search Results Summary" table with 4 results. A red arrow points to the first result, "Corrected Voter Registration Form Letter".

Name	Number	Category
Corrected Voter Registration Form Letter	JFS 03748	Administrative
Voter Registration Notice of Rights and Declination	JFS 07217	Administrative
Voter Registration Notice of Rights and Declination (Spanish)	JFS 07217-SPA	Administrative
Voter Registration and Information Update Form	VR	Administrative



RICHLAND COUNTY

JOB & FAMILY SERVICES

Notice of Rights/Declination Form

Ohio Revised Code 3503.10

- Clients served through the mail or phone must use the full one page form with the bottom portion returned to the client after they answer the declination/registration question.
- Clients who request assistance in completing the Voter Registration form should be assisted by the case worker or receptionist or directed to designated staff, and may fill out the form while waiting for services.

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



RICHLAND COUNTY
JOB & FAMILY SERVICES

Change of address applications are just as important for successful voting as are new registrations

Change of address forms present a special opportunity for public assistance agencies because clients will be sure to inform the agency of change of address in order to keep their benefits.



RICHLAND COUNTY
JOB & FAMILY SERVICES

What happens if the client moves and doesn't send in a change of address?

- The client may not receive a notice of election, the location of their new polling place, or information on how to file an absentee ballot. If they have child-care or job obligations, they may not be able to vote in person. They might not be able to vote if they don't learn about using an absentee ballot.
- The client may go to the “wrong” polling place and vote, and their vote may not be counted.
- Even if the poll worker tells them the correct polling place, they may no longer have time to get to a new location and vote.



RICHLAND COUNTY
JOB & FAMILY SERVICES

CDJFS Responsibilities

- Designate an NVRA Coordinator
 - Develop the county plan
 - Designate site coordinators, if applicable
 - Serve as a liaison to BOE, OhioJFS, Medicaid, and OhioSOS
 - Develop and coordinate county training
 - Complete records and report data
 - Provide technical assistance
 - Prepare the Self Assessments
 - Address complaints
 - Ensure that clients are getting opportunities to register to vote at application, recertification, and change of address
 - Order Supplies



RICHLAND COUNTY
JOB & FAMILY SERVICES

NVRA Agency Coordinator

- Each designated agency must identify one person within that county agency to serve as the Agency Coordinator for the voter registration program within the agency and its departments, divisions, and programs.
- The Coordinator shall be responsible for administering all aspects of the voter registration program for that agency.

Our NVRA Coordinator at RCJFS is Samantha Miller



RICHLAND COUNTY

JOB & FAMILY SERVICES

Resources

- This WBT recording is available at:
<http://innerweb.odjfs.state.oh.us/ocomm/NVRA/NVRAtraining.stm>
- Training resources are available at:
<http://innerweb.odjfs.state.oh.us/ocomm/NVRA/NVRAtraining.stm>
- Forms can be found at on OhioJFS website at:
<http://innerweb.ODJFS.state.oh.us/ocomm/NVRA/NVRAtraining.shtml#forms>
- Hard copies of some forms may be ordered from OhioJFS Publications:
<http://www.ODJFS.state.oh.us/forms/ordercom.asp>



RICHLAND COUNTY
JOB & FAMILY SERVICES

Questions?

Email Samantha.Miller3@jfs.ohio.gov