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**December 19, 2011**

**TO:** County Departments of Family and Children Services  
Regional Directors  
Regional Managers  
State Staff

**FROM:** Ron Scroggy, Acting Division Director  
Division of Family and Children Services

**RE:** Updates and Revisions to the OFI Voter Registration Policy for TANF,  
Food Stamps, Medicaid and CAPS

**PURPOSE:**

The purpose of this manual transmittal is revision of the Voter Registration policy to comply with section 7 of the National Voter Registration Act of 1993.

- **policy revisions include**
  - voter registration (VR) services to applicants
  - provision of VR services to recipients
  - supply and distribution of VR forms.

The material contained in this transmittal will be updated on the ODIS website effective December 1, 2011.

Significant changes are noted below. If you would like additional information, please read on.

The revision includes the following clarifications:

- voter registration opportunities will be offered at all DFCS offices
- each applicant applying in person will be provided with a voter registration form and a declination statement at the time of applying for public assistance, renewal of services, or address changes, as appropriate
- all applicants/recipients will be offered assistance in completing the form, if requested
- all completed applications will be forwarded to the appropriate state or local election official
- all Declaration statements will be saved at the County DFCS office for at least 24 months.

**IMPLEMENTATION**

Changes are effective December 1, 2011.

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