



Nathan Deal, Governor

Clyde L. Reese, III, Esq., Commissioner

Georgia Department of Human Services • Family & Children Services • Ron Scroggy, Division Director
Two Peachtree Street, NW • Suite 19-490 • Atlanta, GA 30303 • 404-651-8409 • 404-657-5105

June 08, 2012

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

FROM: Ron Scroggy, ^{RS} Division Director
Division of Family and Children Services

RE: Updates and Revisions to the Voter Registration Application Services and
Electronic Benefit Transfer Policies

PURPOSE:

The purpose of manual transmittal # 27 (MT 27) is to revise the current:

- Voter registration application policy to comply with Section 7 of the National Voter Registration Act (NVRA);
- Electronic Benefit Transfer (EBT) policy to clarify proper use of the TANF cash assistance; and,
- To update other related sections that are affected by these revisions.

Policy revisions include:

- o Requirement to distribute the Voter Registration Application, Declaration Statement and Cover Letter with each application, renewal, recertification for public assistance and with each change of address related to such assistance;
- o Requirement to include a Voter Registration Application, Declaration Statement and Cover Letter on the DHS website as part of the downloadable public assistance benefits applications, renewal/recertification or change of address forms;
- o Requirement to clarify appropriate use of the EBT card and impose certain restrictions on cash withdrawal locations;
- o Revised Forms, 190- Material Violation Staffing Appointment Letter – to include 44/47 months staffing; and,
- o Revised instructions to use Forms 130, 190, 196, 249, 297- A, 491, 785 and 805 to include that these forms will be available on-line only.

The material contained in this transmittal will be updated on the ODIS website effective June 2012.

IMPLEMENTATION

Changes are effective May 1, 2012.