



Nathan Deal, Governor

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August 14, 2012

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

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

RE: Updates and Revisions to the Voter Registration Services policy for TANF, Food Stamps, Medicaid and Child and Parent Services (CAPS)

PURPOSE:

The purpose of manual transmittal #28 (MT 28) is to edit and update the language of previously released voter registration policy to comply with the NVRA Settlement Agreement.

• **policy revisions include**

- revised section 1008 - Voter Registration
- revised section 1105 – Application Services
- revised section 1710 - Reviews

MT 28 includes new numbers for the Voter Registration Application and Voter Registration Declaration Statement as provided by the Secretary of the State. It also includes Spanish translation of Forms 190, 196, 489, 490, 491, 508 and 785.

The material contained in this transmittal will be updated on the ODIS website effective September 1, 2012.

Significant changes are noted below:

- The term “documented” will be replaced with “recorded”, in SUCCESS system for the voter registration communications.
- During a telephone interview with the clients to apply for, review or update the case, the client must be reminded that a voter registration application and a declaration statement was provided along with their benefits material and if they would like to take advantage of the opportunity to apply for or update their voting information.
- All applicants/recipients of public assistance will be notified of the procedures to apply for or update their voting information at each contact to apply for, update or renew their benefits.
- Provided further clarification about completing the Voter Registration Declaration Statement.
- Updated the DHS NVRA Coordinator’s address and included e-mail address.

IMPLEMENTATION

Revisions are effective July 1, 2012.