



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
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July 25, 2017

ALL COUNTY INFORMATION NOTICE I-43-17

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY IN-HOME SUPPORTIVE SERVICES PROGRAM
MANAGERS

SUBJECT: **NATIONAL VOTER REGISTRATION ACT UPDATES**

REFERENCE: [All-County Letter No. 15-51](#)

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this All County Information Notice (ACIN) is to provide counties with updated information regarding the National Voter Registration Act (NVRA) from the California Secretary of State (SOS) and to transmit the attached 2017 NVRA Updates dated May 5, 2017.

BACKGROUND

In 2015, the California Department of Social Services (CDSS) issued an All-County Letter (ACL) No. 15-51 to inform county In-Home Supportive Services (IHSS) program offices of the NVRA requirements as they apply to the IHSS program. Federal law requires states to provide voter registration opportunities at all offices that provide public assistance and all offices that provide state-funded programs primarily engaged in providing services to persons with disabilities. For the purposes of NVRA, these public assistance agencies are designated as voter registration agencies and include county IHSS program offices.

PRE-REGISTRATION

The SOS issued the “2017 NVRA Updates” dated May 5, 2017. This update provides information regarding voter pre-registration for 16 and 17 year olds, which is available online at <http://registertovote.ca.gov/> or by filling out the paper Voter Registration Application, (which is also referred to as the voter registration card). Pre-registration does not change the voting age, which is 18. California youth who pre-register to vote

will have their registration become active once they turn 18 years old. More information regarding pre-registration is available on the SOS website at:

www.sos.ca.gov/elections/pre-register-16-vote-18.

COUNTY RESPONSIBILITY

The NVRA requires that all IHSS applicants/recipients 16 years of age or older must be given a Voter Preference Form and a Voter Registration Application/Card (VRC), regardless of whether they indicate they want to register to vote or not, at the time of application for services, reassessment and when the county IHSS program is notified of an applicant's/recipient's change of address. If any applicant/recipient has cognitive limitations, county staff shall provide the VRC to the applicant/recipient and/or his/her conservator in the same manner they would when providing IHSS forms. The county may refer an applicant/recipient or his/her conservator to follow-up with the SOS should they have any questions or concerns about the eligibility of a conserved individuals right to register to vote.

County IHSS programs must appoint one staff person at each IHSS office to oversee NVRA compliance, which includes arranging staff training, ordering supplies and ensuring that VRC are submitted to the county elections office in a timely manner; this will ensure that the county IHSS office site receives NVRA credit for the VRC transactions.

SUBMISSION TO COUNTY ELECTIONS OFFICE

If the VRC is completed the same day and returned to the IHSS Social Worker or IHSS Office, it should be submitted to the local County Elections Office within three (3) calendar days. The best practice would be to include it in the daily mail the same day it is received. This is a change to the previous ten (10) day timeframe. The SOS's NVRA Team is in the process of updating the NVRA Manual to reflect this change.

ANNUAL TRAINING

All staff at NVRA reporting agencies must participate in annual NVRA training. All NVRA coordinators should visit the SOS resources page at www.sos.ca.gov/elections/voter-registration/nvra/training to access the newly updated training materials, FAQs, NVRA Basics Quick Reference Sheet, and more useful tools.

County IHSS programs must comply with NVRA requirements or the county and the state may be subject to civil action by the United States Department of Justice or a private party. For more information please contact the SOS NVRA Team via email at nvra@sos.ca.gov or call (916) 657-2166.

ACIN I-43-17
Page Three

Questions and/or requests for clarification on the information transmitted in this ACIN may be directed to the Adult Programs Division, Policy and Operations Bureau at (916) 651-5350.

Sincerely,

Original Document Signed By:

DEBBI THOMSON
Deputy Director
Adult Programs Division

Attachment

c: CWDA

2017 NVRA UPDATES



CALIFORNIA SECRETARY OF STATE

MAY 5, 2017

Attention NVRA Agencies:

- [PRE-REGISTRATION NOW AVAILABLE](#)
- [REVIEW UPDATES TO TRAINING MATERIALS](#)
- [KNOW YOUR UPCOMING LOCAL ELECTIONS](#)

PRE-REGISTER AT 16. VOTE AT 18.

Voter pre-registration is now available for eligible 16 and 17 year olds by visiting RegisterToVote.ca.gov or by filling out a paper voter registration application, like the kind provided in your office. California youth who pre-register to vote will have their registration become active once they turn 18 years old. Pre-registration does not change the voting age, which is 18. Instead, it allows eligible Californians ages 16 or 17 to pre-register, providing sufficient time and opportunity to get ready to vote.

Be sure to provide the voter registration application to any applicant or participant 16 years old or older. Follow the same process as you would for any other voter registration application to ensure your office site will receive NVRA credit for these transactions. Like typical registrations, it is not the responsibility of local agency staff to determine voter eligibility. Rather, inform the applicant of the voter registration requirements. If completed, simply collect the voter registration application and submit it to your County Elections Office within 3 calendar days. For more information regarding pre-registration please visit www.sos.ca.gov/elections/pre-register-16-vote-18 or find contact information for your County Elections Office contact at www.sos.ca.gov/elections/voting-resources/county-elections-offices.

REVIEW UPDATED TRAINING MATERIALS

All staff at NVRA reporting agencies must participate in annual NVRA training. We encourage all NVRA coordinators to visit the Secretary of State's resources page to access the newly updated training materials, FAQs, NVRA Basics Quick Reference Sheet, and many more useful tools.

They can be found at www.sos.ca.gov/elections/voter-registration/nvra/training.

If assistance with providing annual training to local agency staff is necessary, please contact the Secretary of State's NVRA Team or the County Elections NVRA Coordinator.

WHEN IS MY NEXT LOCAL ELECTION?

To find information about upcoming elections in your area please visit www.sos.ca.gov/elections/upcoming-elections/county-administered-elections.

For more information please contact the Secretary of State's NVRA Team via email at nvra@sos.ca.gov or call 916-657-2166.