

**SECTION: Voter Registration****SUBJECT: Compliance with the National Voter Registration Act of 1993****ITEM: Authority: Public Law 103-31**

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**POLICY**

To ensure local agencies are in compliance with the National Voter Registration Act (NVRA) of 1993 and the Federal WIC regulations.

The State WIC office will:

- Provide each local agency with a listing of the voter registrars for each county in their service area. This is located on the Connecticut Secretary of the State office website at <http://www.ct.gov/sots/LIB/sots/ElectionServices/lists/ROVOfficeAddresses.pdf>
- Provide training materials to local agencies in order to ensure uniform application of this policy and shall oversee and monitor local agencies for compliance with the provisions of this policy.

Adult applicants/participants (i.e. pregnant, breastfeeding, or postpartum women) shall be provided with the opportunity to register to vote at:

- The time of certification,
- Each subsequent certification/recertification, and
- Any time the applicant/participant reports a change of address.

Adult parents/caretakers applying on behalf of an infant/child shall be provided with the opportunity to register to vote at:

- The time of certification and
- Any time the parent/caretaker reports a change of address.

To be eligible to register to vote, the applicant/participant or parent/caretaker must be a citizen of the United States for one month, a resident in the election district for thirty days and at least 17 years old to register and 18 years old to vote<sup>1</sup>. Local agency staff may determine a person's age solely by reviewing any available documents filed by the applicants. If an individual's age cannot be determined Local agency shall offer the individual the opportunity to register to vote. Except for those applicants/participants or parents/caretakers who are not of voter registration age, the Local agency staff shall not make a determination about their eligibility to register to vote.

<sup>1</sup> An adult is defined as an individual at least 17 years and 10 months of age

Local agency staff shall:

- Provide adult applicants/participants and adult parents/caregivers applying on behalf of an infant/child with the State of Connecticut, a Mail-In Voter Registration application and the Opportunity to Register to Vote Information Sheet.
- Offer any assistance necessary in understanding or completing the form, including assistance in the appropriate language.
- Forward in person or via mail Voter Registration applications to the county Voter registrar located in the same county as the WIC clinic within five days of receipt (Mailing costs associated with transmission of forms are allowable costs).
- Document those who decline to register to vote and provide assistance to the applicant/participant or parent/caretaker in understanding the declination process, if requested, including assistance in the appropriate language.
- Inform the applicant/participant or parent/caretaker that the decision to whether or not register to vote shall have NO effect on the application for WIC benefits.

**Documentation in CT-WIC**

Document one of the following options in CT-WIC (Family Information Screen):

- Yes, Voter Registration Form Given
- Yes, Voter Registration Form Completed and mailed
- No, Already Registered at Current Address
- No, Not Interested, Information Sheet Given,
- No, Not Eligible

**Completion of Voter Registration forms**

Clients who are not able to write may make a "mark" for their signature. Local agency staff shall then print the client's name and sign their own name as witness<sup>2</sup>.

Street addresses are required. Rural routes or post office boxed are not acceptable as a "Residence address".

Local agency staff is prohibited from influencing an applicant's/participant's or parent's/caretaker's political preference or party registration, displaying any political preference or party affiliation, or making any statement or taking any action where the purpose or effect is to discourage the individual from registering to vote, or making any statement or taking any action whose purpose or effect is to lead the individual to believe that a decision whether or not to register has any bearing on the availability of WIC services or benefits.

<sup>2</sup> A witnessing signature by WIC staff serves only as a declaration that the staff person witnessed the applicant make signature mark and does not constitute a declaration that any or all of the information provided by the applicant is true and correct.

If an applicant/participant or parent/caretaker does NOT wish to register to vote at the initial WIC certification appointment, local agency staff shall document accordingly in CT-WIC. A copy of the Opportunity to Register to Vote Information Sheet should be provided to the participant.

If the applicant/participant or parent/caretaker chooses to take a Voter Registration application home, staff shall select the appropriate choice from the CT-WIC drop down that the participant took the form to complete and mail.

In all cases where an applicant/participant has a complaint, they shall be provided with the Secretary of State's Election Department's toll-free number, 1-800-540-3764, and the number of the local county voter registrar.

Local agencies should have copies of the Opportunity to Register to Vote Information Sheet available for any participant who wishes to have such information.