

Cash Assistance Program for Immigrants (CAPI) Program Guide Letter No. 28

December 6, 2011

Subject **NATIONAL VOTER REGISTRATION ACT (NVRA) REQUIREMENTS**

Effective Date Upon receipt.

Reference Public Law 103-31 Section 7, May 20, 1993

Purpose The purpose of this letter is to provide clarification and updates related to the NVRA.

Background NVRA requires public assistance offices to provide the following services to clients at initial application, redetermination, and reported changes of address. Family Resource Centers (FRCs) shall:

- Include a Voter Registration Interest/Declination form (16-64 HHS) and California (CA) Voter Registration Form in all application and redetermination packets, and provide both of these forms to clients each time they report a change of address;
- Provide the same level of assistance in completing NVRA forms as is normally provided for every other service or application for benefits;
- Accept and forward completed CA Voter Registration forms to the Registrar of Voters (ROV) within 10 days. However, if the CA Voter Registration form is received within 5 days before the last day to register to vote in an election, the form must be forwarded to ROV within 5 days;
- Inform applicants/recipients that receipt of benefits is not linked in any way to the individual's decision to register or not register to vote; and
- Retain the Voter Registration Interest/Declination forms for a minimum of 24 months even if the individual does not complete the form, declines to register to vote, or wishes to register later.

NVRA Liaison All FRCs shall establish an NVRA Liaison for their site to be responsible for NVRA compliance and communication with ROV and with the Strategic Planning and Operational Support (SPOS) NVRA Coordinator.

Election Information

Information regarding elections and registration deadlines will be provided by the SPOS NVRA Coordinator to all Managers and NVRA Liaisons.

Automation Impact

No impact.

Forms Impact

The Voter Registration Interest/Declination form, 16-64 HHSA, has been updated and can be found and ordered in Xerox Print Services. FRCs shall immediately recycle all existing supplies and start using the new version.

CA Voter Registration forms shall be ordered directly from the ROV's designated liaison to HHSA.

ACCESS Impact

ACCESS staff shall follow these instructions and adhere to ACCESS NVRA protocol.

Imaging Impact

The Voter Registration Interest/Declination form, 16-64 HHSA, shall continue to be imaged and retained for at least 24 months for all cases, regardless of whether or not the client chooses to complete the form.

Other Programs Impact

CalWORKs, CalFresh, and Medi-Cal shall also comply with NVRA requirements. Instructions for these programs have been issued in:

- [CalWORKs Program Guide Letter #256](#)
 - [CalFresh Program Guide Letter #568](#)
 - [Medi-Cal Special Notice 11-06](#)
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Quality Assurance Impact

The California Department of Social Services has not specified a Quality Assurance requirement for CAPI and appeals are handled through the usual State hearing process.

Summary of Changes

The table below shows the changes made in the CAPI PG.

Section	Summary of Change
99-100.2	Added NVRA requirements.
99-112.1	Added NVRA requirements.

**Manager
approval**

ORIGINAL SIGNED BY:

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