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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-104

Date: August 30, 1994

Division: Commissioner's
Office

TO: Local District Commissioners

SUBJECT: National Voter Registration Act

ATTACHMENTS: I: State Board of Election Agency-Based Voter
Registration Form (Not Available On-Line)
II: Chapter 659 of the Laws of 1994
(Not Available On-Line)

On August 2, 1994, Governor Cuomo approved Senate 8867 as Chapter 659 of the Laws of 1994. This Chapter conforms State law to the requirements of the National Voter Registration Act of 1993 (NVRA) which becomes effective on January 1, 1995. This legislation affects both local and State Departments of Social Services because they are each designated as participating voter registration agencies.

As designated agencies, local districts must:

1. Offer every applicant and recipient an opportunity to register to vote upon initial application for benefits, at recertification of eligibility for benefits and upon notification of change of address. The same level of assistance must be provided for voter registration as is given in completing D.S.S. forms.
2. Assign a site coordinator to each site at which applications for DSS benefits are taken.
3. Send all applications to register to vote to the County Board of Elections within 10 days of receipt. Forms received between the 30th and 25th day prior to an election must be transmitted so they are received by the 20th day before an election.
4. Obtain a signed declination at time of application and at each recertification when the applicant/client does not register to vote. These signed declination forms will be retained by the local district for a period to be determined by the State Board of Elections (SBOE).

Site Coordinators

Commissioners of Social Services must designate one site coordinator for voter-registration at each location where DSS applications are accepted. Districts with numerous satellites may also want to designate a supervising coordinator to serve as liaison with the State DSS and to oversee activities for the district. Site coordinators will be responsible for sending completed voter registration forms to the County Board of Elections and maintaining data related to the number of applications and declinations and other data as may be required by the State Board of Elections.

Training

State Department of Social Services staff will provide regional briefing sessions for site coordinators and staff development coordinators between November 9 and November 18, 1994. Locations and specific times for the briefings will be announced as soon as they are finalized. A Representative from the Board of Elections will be invited to attend these briefing sessions and respond to those questions regarding election laws and the NVRA.

These briefings will explain the district responsibilities under the legislation and the responsibilities of the site coordinators, staff development coordinators and line workers. The training for local line staff can then be given by these trained site coordinators and the staff development coordinators.

Forms

The new State law requires that the voter registration form be physically incorporated into social services applications and recertification applications. These reformatted and revised forms will be drop-shipped to the districts during March, 1995 so they can be implemented beginning April 3, 1995. From January 1, 1995 until April 3, 1995, districts will need to use the separate State Board of Elections Agency-Based Voter Registration form (Attachment I) which will be shipped directly to them in December, 1994, from the State Board of Elections.

Reasonable local district expenses, incurred as a result of implementation efforts, will be exempt from the state administrative cap, subject to the existing cap waiver request and agency review process. Additional instructions regarding claiming will be forthcoming.

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Please submit the following information by September 30, 1994 to Michael McNaughton 518-473-6369 or Userid #0LL020:

- o name, title, phone number and location of each designated site coordinator

Questions related to this specific Local Commissioners Memorandum are to be directed to Patricia Zuber-Wilson at 518-474-9492 or Userid #AW0630.

Karen Schimke
Executive Deputy Commissioner