



*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*

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**Online Guide Transmittal 2016-25
June 24, 2016**

To: Department of Transitional Assistance Staff

From:  Sarah Stuart, Associate Commissioner for Program and Policy Implementation

 Paul Sutliff, Assistant Commissioner for Field Operations

Re: Cross Programs - Revision to *Voter Registration Option (“Declination”) Form*

Overview

The *Voter Registration Option (“Declination”) Form* was revised in 2015 and is now known as the *Voter Preference Form*. The *Voter Preference Form* must continue to be included in the Voter Registration packet provided to clients when they apply, recertify, are reevaluated, or change their address.

Purpose

The purpose of this transmittal is to update the Voter Registration book in the Online Guide and inform staff about the new *Voter Registration Handbook*, as well as other updates to Policy Online. There are no substantive changes to any procedures regarding a client’s right to register to vote or how to inform clients of their voter registration rights.

**Revised
Online Guide
Pages**

The following pages have been revised:

Topic: Cross Programs
Book: Voter Registration
Chapter: Overview and Administrative Responsibilities
Page: Voter Registration Overview

Topic: Cross Programs
Book: Voter Registration
Chapter: Overview and Administrative Responsibilities
Page: TAO Staff Responsibilities

Topic: Cross Programs
Book: Voter Registration
Chapter: Instructions for Assisting Clients in Voter Registration
Page: Informing Clients About Registering to Vote

Topic: Cross Programs
Book: Voter Registration
Chapter: Instructions for Assisting Clients in Voter Registration
Page: Procedures for all Clients who are in the TAO to Apply or Recertify

Topic: Cross Programs
Book: Voter Registration
Chapter: Instructions for Assisting Clients in Voter Registration
Page: Procedures for those Applying Recertifying and Reevaluating by Telephone

Topic: Cross Programs
Book: Voter Registration
Page: Voter Registration Policy and Procedures

**Revisions to
Policy Online**

The Secretary of State's *Voter Registration Workbook for Agencies* has been revised and is now available. The Voter Registration Job Aid and Webinar will be revised at a future date. The Voter Registration Documents landing page, Operations Memos section is moving to the Obsolete Procedures section and replaced with a link to the Online Guide.

**Revised
Form**

The *Voter Registration Option ("Declination") Form* is now known as the *Voter Preference Form* and has been revised. The revised form is now on Policy Online under Online Forms.

**Obsolete
Operations
Memo**

Operations Memo 2012-36: *TAFDC, EAEDC and SNAP – Updated Voter Registration Procedures*, is now obsolete.

Questions

If you have any questions, please email the DTA Mailbox.
Systems questions should be directed to the Systems Support Help Desk.
