



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
600 Washington Street • Boston, MA 02111

DEVAL L. PATRICK
Governor

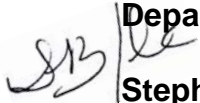
TIMOTHY P. MURRAY
Lieutenant Governor

JUDYANN BIGBY, M.D.
Secretary

DANIEL J. CURLEY
Commissioner

Operations Memo 2012-34 A
October 25, 2012

To: Department of Transitional Assistance Staff

From:  Stephanie Brown, Assistant Commissioner for Policy, Program and External Relations

Re: TAFDC, EAEDC and SNAP – Voter Registration Reporting Requirements

Purpose

The Department is mandated to offer applicants and clients (hereafter called clients) the ability to register to vote. To comply with that mandate, DTA must track clients who register to vote to ensure that all forms are processed according to established procedures.

The purpose of this Operations Memo is to provide TAO staff with updated required Voter Registration reporting procedures.

**Voter
Registration
Form Counts**

Effective July 16, 2012, until the end of the calendar year, each TAO must manually count and record in a *Voter Registration Monthly Report*, Attachment A, **all** voter registration forms completed in or delivered to the TAO: National Mail Voter Registration forms from the July mailing (referenced in Operations Memo 2012-33), *Mail-In Voter Registration Forms* and *Massachusetts Official Voter Registration Forms*. The counts must be reported to the Department's Statewide National Voter Registration Coordinator on a monthly basis in the manner described below.

**Voter
Registration
Monthly Report**

Each month, TAO National Voter Registration Act (NVRA) Coordinators must complete the *Voter Registration Monthly Report* and email it to DTA.NVRA@state.ma.us where it will be processed by the Statewide NVRA Coordinator.

**Voter
Registration
Monthly Report
(continued)**

The form will report on the total number of *Massachusetts Official Voter Registration Forms* completed and/or received in each TAO and the number of National Mail Voter Registration forms received at the TAO as a result of the July mailing. For *Mail-In Voter Registration Forms* sent to the TAO instead of to the local election official, a separate field has been added to the form. **All** voter registration forms must be mailed to local election officials **within five days** of receipt by the TAO.

This information will be compared to the number of clients in BEACON who have been marked as completing a voter registration form in-office during applications, reevaluations and recertifications as well as when clients report a change of address. This information will be reported to the plaintiffs.

The *Voter Registration Monthly Report* form must be emailed to the TAO NVRA Coordinator by the 5th of the month following the month that is reported.

The *Voter Registration Monthly Report* form will report on the total number of *Massachusetts Official Voter Registration Forms*, *Mail-In Voter Registration Forms* and National Mail Voter Registration forms completed and sent for the previous calendar month. For example, the report provided by November 5th will report on the number of forms mailed from October 1st to October 31st.

**TAO NVRA
Coordinator
Responsibilities**

The TAO NVRA Coordinator will:

- manually count and record the number of *Massachusetts Official Voter Registration Forms*, *Mail-In Voter Registration Forms* and National Mail Voter Registration forms submitted by clients and transmitted to local election officials and
- email the *Voter Registration Monthly Report* form on the 5th of each month to DTA.NVRA@state.ma.us.

A list of coordinators is available at DTA Online.

**Reconciling
Forms to
BEACON**

To reconcile the number of clients who have turned in a *Massachusetts Official Voter Registration Form* with the number of clients who have been marked on BEACON as registering to vote, designated TAO staff must copy the forms before mailing the completed forms to the local election official and verify that each completed form matches with the client record on BEACON. If there is a discrepancy in the totals, the designated staff person must reconcile the information.

Copies of these forms must be kept in a secure area of the TAO until further notice.

**Reminders:
Voter
Registration
Forms at TAOs**

TAO staff is reminded that the Secretary of the Commonwealth's Voter Registration Option Form entitled, "*Declination Form*" must be distributed to all clients at in-office applications, reevaluations, recertifications and when clients change their addresses, whether or not they agree to or decline voter registration services. These forms must be kept in the client's case record.

TAO staff is reminded that a *Massachusetts Official Voter Registration Form* must continue to be provided to any person, whether an applicant or client, who requests the form or who fails to sign the Secretary of the Commonwealth's Voter Registration Option Form entitled, "*Declination Form*" or, upon request, provided a *Mail-In Voter Registration Form* that the person may mail or hand-deliver to their city or town hall.

TAO managers or their designees are reminded of the importance of sending out completed voter registration forms within 5 days of completion.

Obsolete Memo

Operations Memo 2012-34 is obsolete.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline.



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Voter Registration Monthly Report

(This form must be emailed in by the 5th of each month or the next business day if the 5th of the month is on a weekend or holiday)

To: DTA.NVRA@state.ma.us

From: _____

Local Office: _____

For Month Ending: _____

IMPORTANT: This is a monthly report but voter registration forms **must** be mailed to local election officials **within 5 days** of receipt of the completed form.

- | | | |
|----|---|----------------------|
| 1. | Number of Voter Registration Forms In Office Mailed to City/Town Halls: | <input type="text"/> |
| 2. | Number of Mail-in Voter Registration Forms Left at or Mailed to TAO instead of local election officials | <input type="text"/> |
| 3. | Number of National Mail Voter Registration Forms from July NVRA Mailing Mailed to City/Towns | <input type="text"/> |
| 4. | Total | <input type="text"/> |

Contact information for local election officials may be found on the Massachusetts Secretary of State's website:
<http://www.sec.state.ma.us/ele/electk/clkidx.htm>