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Operations Memo 2012-29 D
November 14, 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 BEACON Changes

Overview

The National Voter Registration Act requires the Department to provide general voter registration services to all applicants and clients (hereafter referred to as clients). All states must comply with this law. There are very specific requirements for all programs:

- during application,
- during reevaluation,
- during the recertification process, and
- when clients change their address.

Clients may register either at the TAO or by using a mail-in form. For procedures regarding when and how voter registration forms need to be processed, see Operations Memo 2012-36.

Obsolete Memo This Operations Memo obsoletes Operations Memo 2012-29 A, Operations Memo 2012-29 B and Operations Memo 2012-29 C.

Purpose

As a result of changes to the BEACON Voter Registration page over the course of several months, DTA staff would need to access several Operations Memos and procedural documents to determine the functionality of this page. The purpose of this Operations Memo is to advise DTA staff about the complete functionality of the Voter Registration page in one document.

Changes to the Nonfinancial Q&A Navigator Page

The Voter Registration question is no longer contained in the Nonfinancial Q&A Navigator section. The Voter Registration page has been moved from the Assessed Person Nonfinancials workflow to the AU Composition Details workflow after the Foster Care page.

While the voter registration questions should be only asked of the grantee, if there are others in the household who may wish to register, supply them with the appropriate voter registration form. The page must be completed by the case manager for the grantee in order for the case action to be processed. However, BEACON will only prompt case managers to ask this question of noncitizen grantees at initial application.

Important: All grantees **must** be provided with the Voter Registration Option (“Declination”) Form unless the case manager is serving the client by telephone.

The Voter Registration Page

There are several fields on the Voter Registration page. As case managers place their cursors over the Yes/No radio buttons, the question that must be asked of the client will appear in the question field. This section details the fields, the questions that must be asked and whether the field is mandatory or not.

Voter Registration Option (“Declination”) Form provided Field

Question (to be answered by the case manager): “Was a Voter Registration Option (“Declination”) Form provided to the member?”

- ✓ This is a mandatory field that **must** be completed by the case manager.

Note: The only time that a “Declination” form would not be provided is when the interview is done by telephone.

If No is selected, the reason Face to Face Interview Not Conducted must be selected from the Reason field.

Want to Register Field

Question (to be asked of the grantee): “Would you like to register to vote?”

- ✓ This is a mandatory field that **must** be completed by the case manager.
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**Changes to the
Voter
Registration
Page (continued)**

Already registered at current address Field

Question (to be asked of the grantee): “Are you already registered to vote where you live now?”

- ✓ This field is mandatory if the Want to Register question was answered with a No.
- ✓ If the Want to Register question was answered with a Yes this field is greyed out.

Voter Registration Option (“Declination”) Form signed Field

Question (to be answered by the case manager): “Was a Voter Registration Option (“Declination”) Form signed?” [by the client]

- ✓ This is a mandatory field that **must** be completed by the case manager. If the Declination form is not provided, this field will be greyed out.

Voter Registration Form Provided or Mailed Field

Question (to be answered by the case manager): “Was a Voter Registration Form Provided or Mailed?”

- ✓ This field is a mandatory field to be completed in two situations:
 1. If the “Would you like to register to vote?” question was answered with a Yes.

Note: An edit reminds DTA staff: “A registration form **MUST** be provided to clients who ‘Want to register’ to vote. ‘No’ was entered for the ‘Was a Voter registration form provided or mailed?’ question. Do you wish to stay on the page and change the answer?”

DTA staff would click the Yes button to proceed and then edit the page as appropriate. If No is selected and there are no additional edits on the page, the page will be saved and closed.

2. If the “Voter Registration Option (“Declination”) form signed?” question was answered with a No.

Note: An edit reminds DTA staff: “A mail-in voter registration form **MUST** be provided to clients who do not sign the Voter registration option (“Declination”) form. ‘No’ was entered for the ‘Was a Voter registration form provided or mailed?’ question.”

DTA staff would click the Yes button to proceed and then edit the page as appropriate. If No is selected and there are no additional edits on the page, the page will be saved and closed.

**Changes to the
Voter
Registration
Page (continued)**

Voter Registration Form Provided or Mailed Field (continued)

This field is greyed out if:

- ✓ the “Would you like to register to vote?” question was answered with a No **and** the “Voter Registration Option (“Declination”) Form signed?” question was answered with a Yes; or
- ✓ the “Voter registration option (“Declination”) form provided” field is marked “No” **and** the Reason “Face to Face interview not conducted” is selected **and** the “Want to Register” field is marked “No” **and** the “Already Registered at Current Address” field is marked “Yes.”

Voter Registration Form Completed By Client Field

Question (to be answered by the case manager): “Was a Voter Registration Form Completed by the Client?”

- ✓ This field is mandatory if the Want to Register question was answered with a Yes.
- ✓ If the Want to Register question was answered with a No, this field will be greyed out.

The Voter Registration Form Completed by Client field must be entered with a Yes or a No if:

- ✓ the Voter registration option (“Declination”) form provided field is marked Yes; **and**
- ✓ the Want to Register field is marked Yes; **and**
- ✓ the Already Registered at Current Address field is Disabled; **and**
- ✓ the Voter Registration option (“Declination”) form signed field is marked Yes; **and**
- ✓ the Voter Registration Form Provided or Mailed field is marked Yes.

Note: If the Voter registration form was given to the client but not completed by the client at the time of interview, the answer to this question “Was the VR form completed by the client” must be NO. If a face-to-face interview is not conducted, this field will be greyed out.

This field is greyed out if:

- ✓ the “Voter registration option (“Declination”) form provided” field is marked “No” **and** the Reason “Face to Face interview not conducted” is selected **and** the “Want to Register” field is marked “No” **and** the “Already Registered at Current Address” field is marked “Yes.”
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**Changes to the
Voter
Registration
Page (continued)**

Voter Registration Form Completed By Client Field (continued)

- ✓ the “Voter registration option (“Declination”) form provided” field is marked “No” **and** the Reason “Face to Face interview not conducted” is selected **and** the “Want to Register” field is marked “Yes” **and** the Voter Registration Form Provided or Mailed field is marked “Yes” Or “No.”

Questions

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