

# ***APPENDIX B. Voter Registration Requirements***

## **NATIONAL VOTER REGISTRATION ACT REQUIREMENTS**

The National Voter Registration Act (NVRA) requires that states provide customers the opportunity to register to vote. when a new application for assistance, renewal, denial, or a change of address is submitted for a Child Care Assistance.

The Voter Preference Question “Any citizen in the State of South Dakota who meets the voter registration requirements and applies for public assistance must be provided the opportunity to register to vote. **If you are not registered to vote where you live now, would you like to apply to register to vote today?**” is included on all Child Care Assistance application forms. If the customer marks “Yes” to this question or if they leave the question blank, CCA Caseworker must send a Voter Registration Application to the customer to complete. Caseworkers will not check ACCESS or other resources. The Forms will be sent out regardless of whether another program may have sent one already. This provides an additional opportunity for applicants.

For all in-person transactions, Child Care Assistance workers will provide the Voter Registration Application during the transaction itself, rather than mailing it to the client following the transaction.

When the customer reports a change of address, a Voter Registration Application is automatically sent to the customer when the address is updated regardless of the new address being on ACCESS. \*All changes in address now require a voter registration to be sent.

For changes of address reported via Email or Phone:

For address changes reported by telephone, the employee who speaks with the customer shall inform the customer that they will receive a Voter Registration Application by mail and may seek assistance in completing the Voter Registration Application at any local DSS office.

For address changes reported by email, DSS will promptly email a confirmation notice to the customer notifying them that DSS will mail a Voter Registration Application and that they may seek assistance in completing the Voter Registration Application at any local DSS office.

For address changes submitted online, DSS will promptly notify the customer by email, or other electronic means that DSS will mail a Voter Registration Application and that they may seek assistance in completing the Voter Registration Application at any local DSS office.

To register to vote in South Dakota an individual must:

- a. Be a United States citizen
- b. Reside in South Dakota
- c. Be at least 18 years old on or before the next election
- d. Not currently serving a sentence for a felony conviction which included imprisonment served or suspended, in an adult penitentiary.
- e. Not be judged mentally incompetent by a court of law.

Benefits Specialists may assist an individual complete the voter registration application, however, DSS is prohibited from doing the following:

- a. seeking to influence an applicant's political preference or party registration; or
  - b. displaying any political preference or party allegiance; or
  - c. taking any action or making any statement to an applicant to discourage the applicant from registering to vote; or
  - d. taking any action or making any statement that may lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.
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DSS will help an individual complete the Voter Registration Application. You must "provide to each applicant who does not decline to register to vote the same degree of assistance with regard to the completion of the registration application form as is provided by the office with regard to the completion of its own forms, unless the applicant refuses such assistance." (52 U.S.C. § 20506(a)(6)(C))

Completed Voter Registration Applications must be stamp dated with the date it was received in the office.

Completed Voter Registration Applications must be mailed to the county auditor no later than one business day after the office receives it. The original application must be mailed, not emailed, faxed, or scanned; as the county auditor must have the original signature. DSS will record the date each Voter Registration Application was transmitted to the county auditor and the method of delivery (first-class mail, hand delivery, etc).

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