

Section K Voter Registration

WIC Voter Registration

Local Agency staff shall provide each applicant, participant, or in the case of infants and children, his/her Authorized Representative(s), the opportunity to register to vote:

- With each application for Certification or recertification;
- With each transfer, including a change of address.
- When the participant or Authorized Representative reports a change of address, the Local Agency staff shall enter the change of address into HANDS.

The Local Agency staff providing voter registration assistance shall **not**:

- Seek to influence an applicant's or participant's or Authorized Representative's political preference or party registration.
- Wear or display any material that:
 - Identifies past, present, or future seekers of partisan elective office;
 - Contains logos or other graphics that may be identified with a political party or preference;
 - Would reasonably be associated with a political party or preference;
 - That identifies a political issue or ballot measure.
- Make any statement to an applicant, participant or Authorized Representative or take any action, the purpose or effect of which is to discourage the applicant from registering to vote.

Local Agency staff shall advise applicants, participants, or Authorized Representatives that:

- The voter registration process is separate from the WIC Program eligibility process;
- An interview is not necessary to register to vote.

Arizona Voter Registration Form

If the applicant, participant, or Authorized Representative wants to register to vote, staff shall provide the individual with an Arizona Voter Registration form to complete. Staff shall also inform the applicant, participant, or Authorized Representative of the availability of the federal voter registration form.

- Local Agency staff shall assist the applicant, participant, or Authorized Representative when requested. The assistance provided shall be to the degree that assistance is provided for completing a WIC form.
- If the applicant, participant, or Authorized Representative does not want assistance in completing the Arizona Voter Registration form at the clinic, the individual may take the form and complete it at his or her discretion.

WIC Program Offer of Voter Registration Form

The WIC Program Offer of Voter Registration form shall be completed (see Appendix N):

- With each application for Certification and recertification;
- With each transfer (both in- and out-of-state), including a change of address;
- When the participant or Authorized Representative reports a change of address, the Local Agency staff shall enter the change of address in HANDS.

Completing the Offer of Voter Registration form:

The applicant, participant, or Authorized Representative shall be encouraged to mark on the form whether he/she is currently registered, and/or whether he/she requests or declines the opportunity to register to vote.

The applicant, participant, or Authorized Representative shall sign and date the form indicating they were offered the opportunity to register to vote.

The applicant, participant, or Authorized Representative shall answer all questions on the form.

If the applicant, participant, or Authorized Representative refuses to sign the Offer of Voter Registration form, the staff person shall:

- Check “Refused, gave form”;
- Initial the form;
- Write the Family Identification number on the form;
- Provide the applicant, participant, or Authorized Representative with a Voter Registration form.

NOTE: Voter Registration forms shall be provided unless an applicant declines in writing; if the Offer of Voter Registration form is blank or unanswered, this is not to be considered a declination by the applicant.

HANDS Documentation

Local Agency staff shall indicate in the Voter Registration field in HANDS the response given by the applicant, participant, or Authorized Representative as either:

- CR – Currently Registered
- NO – Not Interested
- YG – Yes, Gave Form
- NA – Not yet 18 years of age
- RG—Refused, gave form

Voter Registration Documentation

The Local Agency shall designate staff to:

- Accept and mail the Arizona Voter Registration form, regardless of completeness, to the appropriate County Recorder’s Office within five (5) calendar days of the receipt of the form;
- Collect all completed Offer of Voter Registration forms at the end of each week;
- Ensure that the completed Offer of Voter Registration forms are kept **separate** from WIC Program documents;
- Mail the completed Offer of Voter Registration forms by certified mail to the State WIC office, Program Integrity Manager on a quarterly basis or more frequently if necessary;
- Ensure the confidentiality of the Voter Registration process.