

## **1.20 National Voter Registration Act of 1993**

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### **POLICY:**

The purpose of the National Voter Registration Act of 1993 (NVRA) is to encourage individuals to register to vote. The West Virginia WIC Program is required to implement NVRA as of January 1, 1995.

### **PROCEDURE:**

#### **A. NVRA Forms**

NVRA forms must be kept on hand at each Local Agency WIC clinic.

1. Voter registration forms must be distributed to WIC participants during each application, subsequent certification or change of address.
2. Declination forms must be filed by day.

#### **B. The Local Agency Must Provide the Following Services:**

1. Provide the WIC participant during each application, subsequent certification or change of address an opportunity to register to vote or decline to register to vote;
2. Assist the WIC participant in completing the registration form, when requested; and
3. Accept completed registration forms for transmittal to State election officials.

#### **C. The Local Agency is Prohibited from the Following:**

1. Seeking to influence an applicant's political preference or party registration;
2. Displaying any such political preference or party allegiance;
3. Making any statement to an applicant or taking any action to discourage the applicant from registering to vote; and
4. Making any statement to an applicant or taking any action that leaves the applicant with the impression that a decision to register or not to register has any bearing on the availability of Program services or benefits.

#### **D. Integration of NVRA into the WIC Clinic**

Voter registration will be integrated into the WIC clinic in a manner that minimizes burden and is least disruptive to WIC Program procedures.

#### **E. Local NVRA Coordinators**

1. Each site must have an NVRA Coordinator

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2. NVRA Coordinators will train existing agency staff on their responsibilities under the NVRA every six (6) months and will provide NVRA training to all new hires within 2 weeks of hiring.
  - a. Coordinators will use the voter registration guide and PowerPoint presentation provided by the Secretary of State's Office.
3. NVRA Coordinators must report the following information to the Motor Voter Program website [www.wvos.com](http://www.wvos.com) on a bi-weekly basis:
  - a. The number of completed declination forms received by agency employees; and
  - b. The number of completed voter registration application transmitted to the Secretary of State's Office in the time period covered by the report.

**REFERENCES:**

1. SFP 94-087, Implementation of the National Voter Registration Act of 1993 (NVRA)
2. SFP 95-003, Questions and Answers on Implementation of NVRA