

North Carolina Department of Health and Human Services Division of Social Services

325 North Salisbury Street • MSC 2410 • Raleigh, North Carolina 27699-2410
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director
(919) 733-3055

November 7, 2003

Dear County Director of Social Services:

Subject Voter Registration

The passage of the National Voter **Registration Act of 1993** drastically changed voter registration in the United States. North Carolina implemented an agency Voter Registration Program in January 1995. The agency voter registration program seeks to help North Carolina registration officials reach the unregistered eligible voters in the state. The North Carolina State Board of Elections monitors reports from county boards of elections on the number of new registrants, changes of information, etc. The 1995 Voter Registration Program has produced outstanding results. The participation of each of you is critical in the continuing effort to reach 100% voter registration in North Carolina.

The Voter Registration Act of 1993 requires that agencies that receive federal **and or** state funds for services provided to the public **must** offer all recipients of these services an opportunity to register to vote. If an individual expresses a desire to register to vote, the agency **must** proceed to register the individual and offer assistance as needed. A **Voter Registration Transaction Record** is a form that reflects the client's voter registration history within the agency. This form remains in the client's agency file.

Each agency shall establish a process for the timely and accurate transmittal of completed **registration applications** and **declinations** to the county board of elections within five days of completion by a client. In order to facilitate the success of the Voter Registration Program, the State Board of Elections recommends that each agency designate a **Site Coordinator** to administer the Voter Registration Program. The Site Coordinator will be responsible for ensuring that the above tasks are completed. Other responsibilities of the Coordinator include being responsible for keeping registration supplies on hand, resolving site questions and training agency personnel on voter registration services.

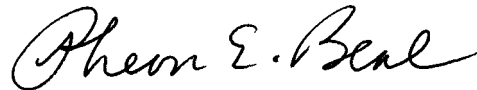
Federal and State law prohibits agency personnel responsible for facilitating the voter registration process from seeking to influence the applicants' selection of political

affiliation. This includes the display of political preference or party allegiance. In other words, agency voter registration personnel should refrain from displaying campaign bumper stickers, wearing campaign or party buttons or pins, etc.

Attached to this letter is a Voter Registration Reference guide and **samples of forms** related to the Voter Registration Program. Included in the Reference Guide is a **Q&A document** and a **Directory of County Directors of Elections**. This resource was prepared by the State Board of Elections and should be used to gain additional information and guidance in meeting the requirement of the National Voter Registration Act of 1993. Additional information about voter registration can be found on the State Board of Elections web site, <http://www.app.sboe.state.nc.us/>.

Again, the Division acknowledges your commitment to ensuring that families receive needed services. Voter registration is one more opportunity to fulfil your high standard of service.

Sincerely



Pheon E. Beal

PEB/pbf

Enclosures

Cc: Sherry Bradsher
Sarah Barham
Jo Ann Lamm
Children's Services Program Representatives
Work First Program Representatives
Local Business Liaisons

FSCWS-26-03