



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Social Services

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

MICHAEL BECKETTS • Assistant Secretary for Human Services

October 19, 2018

**Attn: Directors, Program Managers and Economic Benefits Professionals**  
**Subject: Settlement agreement regarding National Voter Registration Act**

Dear County Directors of Social Services,

In June 2018, the State Board of Elections and Ethics Enforcement (SBE), the Department of Health and Human Services (DHHS) and the Department of Transportation, Division of Motor Vehicles resolved a lawsuit regarding compliance with the National Voter Registration Act (NVRA). The settlement agreement does not in any way imply that any state agency, or local government agency was non-compliant with the NVRA. It reaffirmed and reinforced North Carolina's commitment to provide all citizens with opportunities to register to vote as required by both federal and state law.

In coming months, DHHS and SBE will be communicating more detail about the requirements of the settlement agreement, including webinar training schedules and the distribution of updated online and printed resource materials.

**What impact will this have on county DSS offices?**

The most significant impact of this settlement for local DSS offices will be the need to mail out a properly-coded voter registration form along with a specific cover letter for clients who do not come to the office but conduct their transactions with DSS staff over the phone or through ePASS. SBE will be providing these important documents to the DSS offices. The other changes are revised process and work flow improvements that should make it easier for case workers to discuss voter registration with their clients and collect the clients' responses.

**What responsibilities does DHHS have?**

As part of this settlement, DHHS will modify the NC FAST and ePASS systems by February 20, 2019 and send out information regarding those changes and the process to follow in implementing those changes to the County DSS offices. DHHS will collaborate with the SBE on training DSS caseworker staff on the process and procedures required by these changes and will modify any paper forms, if needed. DHHS will also report NVRA data collected in NC FAST and ePASS to the SBE for monitoring compliance with the agreement.

**What responsibilities does SBE have?**

As part of this settlement, SBE will work with DHHS and County DSS offices to designate a "Local NVRA Point Person". This point person will work with SBE and DHHS on monitoring implementation of the settlement agreement and will provide County DSS workers with a laminated form which will include the voter preference question, with instructions for its use. SBE will be providing County DSS workers with a

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unique cover letter to be mailed along with the properly coded voter registration form when required. They will also provide County DSS offices, through the DHHS Division of Social Services, with updated NVRA signs and posters. The DHHS data collected will be posted to the SBE's website.

If you have questions, please contact Jennifer Braley at [Jennifer.Braley@dhhs.nc.gov](mailto:Jennifer.Braley@dhhs.nc.gov) or Kori House at [Kori.House@ncsbe.gov](mailto:Kori.House@ncsbe.gov).

Sincerely,

A handwritten signature in blue ink that reads "M Becketts". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michael Becketts  
Assistant Secretary for Human Services

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