

Select originating cluster

Action Request Transmittal

Cathy A. Cooper
Authorized Signature

Number: SPD-AR-04-044
Issue Date: 08/25/04

Topic: Other

Due Date: mm/dd/yyyy

Subject: National Voter Registration Act (NVRA) Training for Employees

Applies to (check all that apply):

- All DHS employees
Area Agencies on Aging
Children, Adults and Families
County DD Program Managers
County Mental Health Directors
Health Services
Seniors and People with Disabilities
Other (please specify):

Action Required: Registration by this Friday, August 27, 2004 for statewide training for NVRA.

Reason for Action: Attached is a memo from Cindy Becker, Deputy Director, DHS, asking that each field office register for the NVRA training to be held statewide, which includes the AAA's and the County DD Program offices. NVRA mandates that all state agencies providing public assistance offer voter registration services for their clients and employees.

NOTE: Fax your attendee to Carla Corbin at 503.373.7414. Do not call the Secretary of State's Office. Materials from NVRA will be ordered through the Office of Forms and Document Management. If you have any questions, please contact Donna Weaver.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Table with contact information: Contact(s): Donna Weaver, Phone: 503.945.5977, Fax: 503.378.7823, E-mail: Donna.weaver@state.or.us

**Department of Human Services
MEMORANDUM**

Date: August 19, 2004

To: SPD Program Managers
James Toews
Cathy Cooper

From: Cindy Becker, Deputy Director

Re: **National Voter Registration Act training for DHS employees**

DHS must register representatives for training to implement the National Voter Registration Act. The training registration deadline is Friday, August 27.

Congress passed the National Voter Registration Act (NVRA) in 1993 to increase opportunities for citizens to register to vote. You might know it as the “motor voter” law because it allows people to register to vote at DMV offices.

But it also mandates that state agencies providing public assistance offer voter registration services for their clients and employees. NOTE: This does not apply to child welfare staff and clients.

Voter registration is entirely voluntary and does not affect eligibility for other DHS services or employment with DHS.

In order to meet this mandate, DHS will establish procedures in all our offices to ensure that, each time our clients apply for benefits, change addresses, or recertify their application for benefits, they will be offered voter registration services. DHS employees will also be offered such services at our offices.

The Secretary of State's (SOS) office will provide regional training during September for DHS and other state agency staff who will take part in this voter registration drive.

The training will help staff speak with clients and employees about the importance of voting, as well as explain the registration process. It will also help us avoid giving the perception that registering to vote or voting for a particular candidate is in any way connected to receiving benefits from DHS or being employed here.

WHO SHOULD ATTEND?

Each SPD Program Manager needs to decide who will be responsible for compliance in each physical site as there are record-keeping responsibilities as well. It is recommended that at least one manager/site attend.

DEADLINE FOR ENROLLMENT:

The deadline for enrolling for this training is Friday, August 27, so please determine the personnel from your cluster you will be sending, and have them register by that date.

The training will take place from 10:00 to 11:30 a.m. in the following cities:

SALEM

Sept. 9 – Oregon State Capitol, Room 50

MEDFORD

Sept. 14 – Educ. Resource Center, Rogue Valley Mall, 1600 N. Riverside

HILLSBORO

Sept. 16 – Elections Office Conference Room, 155 N. First Street

LAGRANDE

Sept. 21 – Union City. Elections, Misener Conf. Room, 1001 4th St, Suite D

EUGENE

Sept. 23 – Courthouse Harris Hall, 125 E. 8th Ave.

BEND

Sept. 28 – Barnes Room - Downstairs, 1300 NW Wall

Note: There is a possibility that the SOS office will provide a special training for SDA and/or program managers when they come in for statewide meetings in September. But since we aren't certain whether that will happen, I advise you to send people from your clusters to one of the trainings listed above.

To register

To register, please fax Carla Corbin, SOS Elections at 503-373-7414 by August 27th. You'll need to designate which training you're registering for, the number of attendees, name(s) of the attendees, name of agency, contact name and phone number.

In the coming weeks, we will be providing more specifics about how our agency will implement this program in our offices, but for now, it is important that you register the appropriate people for the training.

If you have any questions about this, please contact Donna Weaver.

Thank you.

Please read this message electronically, if possible. Managers and supervisors are asked to share this message with employees who do not have email access.

If you have a disability and need this message to be provided to you in another format, please send an email to dhs.forms@state.or.us, or call (503) 945-7021. You can also fax your request to (503) 373-7690, or call (503) 947-5080 for TTY service. If you know of others who need this accommodation, please let them know it is available.

cc: Debra McDermott