

Mike McCormick

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Number: APD-AR-15-048

Issue date: 7/30/2015

Topic: Agency-wide Policy

Due date:

Subject: National Voter Registration Act (NVRA) reporting

Applies to (check all that apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental
Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive
In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's
Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action: The Oregon Secretary of State Elections office has created a web-based form for reporting offices to report the number of cards sent to the local County Elections office. The web-based form has been created in response to the ongoing difficulties of reporting via the SEL/MS 504, *Agency Voter Registration Reporting Form* located on the DHS Forms Server.

Action required: Effective immediately, all DHS and AAA site coordinators should report the number of completed voter registration cards sent to the local county elections office via the web-based SEL 504 located here:

<http://sos.oregon.gov/elections/Pages/voter-registration-reporting.aspx>.

Continue to report using the same schedule you have used previously; DO NOT complete and attempt to submit the report via the forms server.

Worker Guides and manuals have been updated to reflect this change:

AAA/APD: APD Field Support Assistance Manual, [IX: Voter Registration](#);

CW/SS: Field Business Procedures Manual, [J: Voter Registration](#).

Please contact your agency-wide coordinator if you have any questions.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Operations, APD Policy, SSP Field Services

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

Contact(s):	AAA/APD: Karen Kaino CW/SS: Chere Lefore		
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