

**National Voter Registration Act (NVRA) Policies and Procedures for CCare
November 2015**

Background:

As a Medicaid program, clinics participating in OregonContraceptiveCare, or CCare, must offer voter-registration services to CCare clients as part of the National Voter Registration Act of 1993 (NVRA). The purpose of the NVRA is to increase the number of U.S. citizens registered to vote. As such, it requires that agencies offer clients the opportunity to register to vote each enrollment or re-enrollment in CCare.

Process:

Who can register?

Any client enrolling or re-enrolling in CCare who meets the requirements to vote in Oregon:

- A resident of Oregon;
- At least 17 years old; and,
- A U.S. citizen (lawful permanent residents or LPRs are *not* eligible to vote).

Clinics should not require clients to provide proof of identity, date of birth, or citizenship to receive a voter registration card.

When and how to offer registration:

Every client enrolling or re-enrolling in CCare needs to complete a CCare Enrollment Form. The Enrollment Form will include a statement asking clients “Would you like to register to vote today?” The client may choose one of three response options:

- If the client marks “Yes”, provide the client with the [Voter Registration Card with Declination \(SEL 503\)](#). The client may take the form home to complete and mail to the elections office. If, however, the client requests help in completing and mailing the form, follow the procedure described below for reporting and mailing the registration forms to the correct agency.
- If the client marks “No”, this will serve as the official client declination as required by the NVRA. The process is complete.
- If the client marks “N/A (LPR or under 17 years old)”, the process is complete.

Processing completed registration forms:

If the client chooses to complete the voter registration form at the clinic, clinic staff should:

- Review the completed registration form to make sure it is complete.
- Date stamp the registration form with the current date. If a stamp is unavailable, hand-write the date. Please stamp each card at the top, to the right of the bar code with the date you received it from the client.

- Mail completed registration forms to the local county elections office within **five** calendar days of receiving the completed forms. Local elections office addresses are printed on the back of the registration forms. Write the appropriate address in the box provided on the back side of the form.

Submitting monthly voter registration reports:

Clinics must report the number of voter registration forms mailed to a county elections office. These reports must be filed at least monthly with the Secretary of State. They are due the 15th of the following month. If no cards were mailed, report zero.

Report using the online form [SEL 504](#), located on the Secretary of State website at: <http://sos.oregon.gov/nvra>. Always include your NVRA Agency ID number. The Elections Division can provide you with that number (call 503-986-1518).

Additional information:

Additional information about NVRA requirements can be found in the Elections Division's [National Voter Registration Act Manual for Covered Agencies](#).

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Frequently asked questions (FAQs):

How do I get more forms?

All NVRA forms, including the *Voter Registration Card with Declination*, *Agency Voter Registration Reporting Form*, and *Signature Stamp Attestation*, can be downloaded [here](#) (right-hand side of page) or ordered from the DHS/OHA form [DHS8100 order sheet](#). You can also call 503-373-1342 for NVRA supplies.

How often do I offer registration?

Offer voter registration to all CCare clients enrolling or re-enrolling (i.e. completing a CCare Enrollment Form).

What do I do if a client requests assistance in completing the voter registration form?

Staff must provide the same amount of assistance to a client completing the voter registration form as they would to a client completing the CCare Enrollment Form. This means:

- If a client is unable to read, a staff person must read the form out loud.
- If a client is sight impaired, a staff person must read the form out loud and assist the client in completing the form.
- If a client reads Spanish and not English, download a *Spanish Voter Registration Card with Declination* (SEL 503a). If a client reads a language other than English or Spanish, provide an interpreter or translated instructions to assist the client in completing the form.
- If a client is disabled and unable to sign the form, have the client use his or her signature stamp or make his/her mark, write "his/her mark", and initial the notation. You must then complete form *Signature Stamp Attestation* (SEL 540), and submit it along with the voter registration form.

What if, during an entire month, no one completes a voter registration form onsite?

If no registrations have been collected during a calendar month, you are still required to submit a report *monthly* to report "0" registrations [here](#).

Additional questions?

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