



Election Division Dispatch

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NEWS & UPDATES

Voters with Print Disabilities Updates

SVRS dropdown menus for the NVRA tracking code and ABS application types were updated last month to include the ABS-VPD form. The NVRA tracking number uses the 5-digit form number (53042) found in the upper left corner of the form. Additionally, the ABS-25 secrecy waiver used for voters with print disabilities requesting an emailed or faxed ballot is incorporated into SVRS. This form will generate like the ABS-9 secrecy waiver for military/overseas voters using the FPCA for a fax/emailed ballot. Training on these features will be held in April as part of the "March Build" review. Finally, the ABS-VPD will be available online for voters to submit electronically.

Paper Supply Inventory for November

It is being reported that paper sources are going to be strained for the November election. Now is the time to discuss with your vendors about your anticipated paper supply needs for November, including ABS envelopes, ballot cards, and paper poll lists, and get those ordered as soon as practicable.

ABS Envelope Redesign

The ABS incoming and outgoing envelope redesigns are before the state Forms Management Office for approval. However, the recent court order related to voters with print disabilities being able to complete their ABS-Mail ballots with assistance may require changes to the affidavit language found on those envelopes. Until we have clarity from the court later this summer, the redesigned envelopes are on hold. Counties may use the current form design to order more envelopes for November, which would require marking out "personally" in the **one location** noted in our Forms Order (2022-110), or wait and see when the redesigned envelopes will be officially available for use. IED also plans to survey counties to inquire if you need assistance from our print vendor to tailor the final version of the form to your county's specific needs.

2022 Campaign Finance Manual Error

We were alerted to a typo in the *2022 Campaign Finance Manual* and uploaded a revised copy to our website. You may wish to manually make the change in the books used by your staff on page 16, in the second paragraph under CFA-11. The printed date for the start of the fall CFA-11 reporting period is Oct. 25, when it should be Oct. 15, 2022. The reporting dates chart in the front of the book correctly references the Oct. 15 date as the start of the CFA-11 reporting period for the fall election.

ABS Cure Process SOP

Now that the ABS-18A and ABS-18B affidavits for ABS signature mismatch or missing signatures are part of SVRS, counties may have process questions. A new SOP is available on the County Portal to help navigate this new legal framework.

CALENDAR

April 4, 2022: Statewide VR Deadline

April 4, 2022: Deadline to conduct public test of voting systems

April 5, 2022: Early voting begins

April 8, 2022: Pre-Primary Reporting Period Ends

April 9, 2022: First day for candidate committees to file CFA-11, if applicable

April 11, 2022: Deadline to file IEC-9/IEC-10 public test forms with IED if public test was conducted on April 4

April 12, 2022 (NOON): Deadline for party chairs to nominate poll workers; after noon, CEB can fill vacancies

April 14, 2022: Travel board begins

April 15, 2022: Good Friday (IED Closed)

April 18, 2022 (NOON): Deadline for candidate committees, regular party committees & PACs to file pre-primary report

April 21, 2022 (11:59P): Deadline for voter to file ABS-Mail apps & FPCA for UOCAVA voters who want ballot mailed to them

April 23, 2022: All county clerk's offices must be open for early voting; vote center counties must also open one additional vote center used on election day for early voting

April 25, 2022: Deadline to file copy of CAN-9 with IED

April 25, 2022: Deadline to receive FPCA to update voter registration information

April 30, 2022: All county clerk's offices must be open for early voting; vote center counties must also open one additional vote center used on election day for early voting

May 2, 2022 (NOON): Deadline for FPCA to be filed to request faxed/emailed ballot; Deadline for ABS-Traveling Board to be filed; Early voting ends

May 3, 2022: Primary Election Day; polls open from 6A to 6P (local time); ABS-Mail ballots due by 6P (local time)

APRIL WEB TRAINING

Apr. 5 & 7 | Accessing County Portal

Apr. 6 | March Build Overview

Apr. 12 & 14 | Generating Certificates of Election

Apr. 26 & 28 | ENR Data Entry

The 2022 Calendar posted to INSVRS County Portal. Dates/times subject to change. Please verify against the training calendar.

IN FOCUS: Election Results Reporting

Unofficial Election Night Results Reporting

Recent changes to state law require counties to report UNOFFICIAL results on election night, beginning not later than 8P and ending at midnight (local time). If results are not complete, then counties must resume reporting at 9AM the day after the election and update results hourly until all unofficial results are entered into SVRS.

Two SVRS Reporting Methods

In SVRS, the precinct level reporting preference is "off" to allow for summary level results reporting until the county manually changes it to be "on" in County Preferences (Admin > System > County Preferences > Precinct Level Reporting). Once turned "on," the SVRS election results module will always be set-up to receive precinct level results until such a time the county manually turns the preference "off" and it will revert to summary level reporting. Once the results preference is set for the election, it should not be changed until after election results are certified. Once the results are certified and final, then the county can change their results preference for the next election.

Precinct Results Upload Functionality. The upload functionality requires you to "map" the names used in by your county's election

management software to the fixed names in SVRS. Think of mapping as helping SVRS translate the precinct, candidate, and office names used by your voting system software. For example, the voting system software may use "clerk" for an office name but SVRS has a fixed name of "county clerk." You are tying, or "mapping," the word choice used by your voting system software ("clerk") to the fixed SVRS office name ("county clerk") so SVRS knows clerk = county clerk when results data is uploaded and presents accurate election results.

There are a few things you need to do now so the process will work smoothly on Election Night:

1. Request your zero file from your voting system vendor, which can be the zero file used at the public test.
2. Use the zero file to practice mapping in SVRS Sandbox. If you do not have access to INSVRS Sandbox, please contact the Help Desk.
3. When you are comfortable with the feature, upload the ZERO file into SVRS Production to set up your mapping.

Manual Data Entry. If you do not want to use the upload functionality, then you will manually enter the results for each candidate

by precinct. Or, you can opt to enter summary level results, which will have an impact on official, certified results reporting.

Certified Election Results

After the county canvasses its results, it must certify its precinct level results to IED using SVRS. IED is no longer accepting election results by email, fax, mail, or hand-delivery. Counties will not be able to file the CEB-9 report until their precinct results are uploaded.

If you reported your unofficial results by precinct, then counties must use the upload functionality or hand-key to report official precinct level results. If unofficial results were entered at the summary level, then the precinct level results will be added as an attachment to the CEB-9 filed in SVRS.

Election results are available to download from indianavoters.com/electionresults, which is why it is important for official precinct level results reporting be replaced by final, official results in SVRS.

Resources

There are recorded web training sessions and step-by-steps available on the SVRS County Portal. Additionally, County ENR Data Entry training is scheduled for 4/26 and 4/28.

VR CORNER

Statewide VR Deadline

A reminder that the statewide VR deadline is Monday, April 4, 2022. Voters can submit their applications:

- By Hand-Delivery to IED or County VR Office by close of business on April 4; OR
- Online by 11:59P (local time) on indianavoters.com; OR
- By Mail, though it is important to look for the postmark on the envelope! If the postmark is on or before April 4, 2022, then you must process the application for the primary election, if the voter is otherwise eligible. If the postmark is missing or illegible, then it must be received by Monday, April 11, 2022, to review and process for the primary election.

Voters with print disabilities using the new ABS-VPD form must file the form by April 4, 2022, in order for it to be used as a voter registration document to update an address outside their precinct. Because it is also an absentee application, a move within the same precinct can be processed at any time.

As noted last month, military & overseas voters using the Federal Post Card Application (FPCA) have an extended voter registration deadline, which is April 25, 2022.

REDISTRICTING

There is one important part of redistricting that may be confusing for voters and that is who REPRESENTS them as a currently elected official after election districts are redrawn. As county election administrators, we are focused on the next election and the "new" districts are used to manage the election.

But, the "old" district lines remain in effect for elected officials and the voter continues to be represented by the person elected in the "old" district. In many cases, it's likely the voter was drawn into the same district and the transition from old to new districts is easy. However, some voters may be drawn out of their old district and into a new one. The person representing the voter in the "old" district continues to represent them until the end of their elected term, but their ballot will have a different office.

For example, your "old" district is HD1 but your "new" district is HD2. You are currently represented by the person elected in HD1 and constituent requests would be directed there. But, your ballot will have HD2 on it because the "new" district is on the ballot for the new term.

Be prepared for this question as counties will likely have "false" reports of errors when voters are drawn into new districts but accustomed to the old one. If your precinct key is correct, then your ballot and voter registration records should be accurate, too. NOTE: Elected office vacancies are filled by a caucus of PCs within the "old" district lines until the new lines take effect. Questions about this can be directed to IED, if help is needed!

LEGISLATIVE UPDATES

While a few laws passed in 2021 were amended or clarified in 2022, the 2021 language must be followed for the May primary election, as the effective date for the changes made this year is July 1. This includes:

- **Provisional Notices to voters.** Counties are required to mail the PRO-9 to provisional ballot voters not later than 3-days after the primary election. This statute was updated to remove this requirement after July 1, and added new requirements to update SVRS to flag provisional voters within a specific timeline.
- **Voters with Print Disabilities requesting a fax or email ballot.** After July 1, 2022, state law requires the ABS-VPD form to be filed not later than 11:59PM, 12-days before the election, regardless of the method the ballot is to be sent (mail, email, fax). For the primary election, the deadline to file an ABS-VPD form to request a mail ballot is 11:59PM, 12-days before the election; the law is silent on the deadline for a faxed/email ballot requested using the ABS-VPD form.

IED is working on a legislative summary for the 2022 session, which is traditionally released before July 1.

Reminder: ABS Changes in 2021

Last year several state laws related to absentee voting were updated or added and were covered in the 2021 Legislative Summary. Since this is the first election for most counties under these new rules, here is a quick refresher:

- **Hand delivery of ABS-Mail ballots.** The law was expanded to permit relatives of the ABS voter to hand-deliver a voted ABS-Mail ballot to the CEB. State law still permits the voter, member of the voter's immediate household, attorney-in-fact, or a bonded courier to hand-deliver an ABS ballot. Further, an ABS-Mail ballot can be hand-delivered to an early voting location. Be sure early voting staff is aware of this change and have a process in place to allow for the secure return of those ballots. If someone other than the voter or a bonded courier hand delivers a voted ABS-Mail ballot, an ABS-19 must be completed.
- **Drop Boxes.** Any drop box used must be under the direct control of the CEB. The 2021 Legislative Summary has more details regarding notices to be placed on drop boxes used for other purposes, like parking ticket payments.
- **Surrendering ABS-Mail Ballots.** A voter who requested an ABS-Mail ballot can surrender their ABS-Mail ballot at an early voting location and request a replacement ballot. The voter completes the ABS-5 and then a replacement ballot is offered, if the voter is otherwise qualified. On election day, a voter can surrender their ABS-Mail ballot, which is rejected. Poll workers can then issue a replacement ballot, if the voter is otherwise qualified. Remember, in a primary election, the same party requested on the ABS-Mail application must be the same party ballot given as a replacement.

QUESTIONS OF THE MONTH

Q. Is the credential number checked against BMV records in the DLN Corrections Hopper?

A. Yes. When a county reviews the record, SVRS pings the BMV system to confirm the voter's credential number for you to review and approval. There is a step-by-step on processing records if you need a refresher.

Q. Can a D or R Party Chair serve on the CEB?

A. To serve on the CEB (or be a proxy) a person cannot be a candidate, elected official, or a chair or treasurer of a candidate committee. Lake, Porter, and Tippecanoe counties also require the CEB member be a registered voter of the county and cannot be related to the county chair that appoints the member. Assuming the county chair meets these requirements, then they may serve.

Q. Who conducts training for absentee voter boards used for early voting and Election Day poll workers?

A. State law requires the county election board to conduct the training. For ABS voter boards used at early voting, the training is to be done not later than the first day of early voting. (IC 3-11-10-39) For poll worker training, the CEB must require Inspectors to go to training and have discretion if clerks, judges, or sheriffs are required to attend training in order to serve. (IC 3-6-6-40)

Q. Can a candidate or their relative serve as an absentee voter board or central count member?

A. Yes, if the candidate is running for an office that is not countywide. However, a candidate or their relative may not handle ballots in the precincts where their name is on the ballot. If a candidate is unopposed, then their relative may handle ballots in any precinct. Further, unopposed candidates for city, town, township, school board, or party office (delegate, PC) can handle ballots in any precinct. Unopposed candidates for other offices not named above are restricted to handling ballots in precincts where their name is NOT on the ballot. (IC 3-11.5-4-22 (c)(d))

Q. Can a candidate or their relative be a poll worker?

A. Only unopposed candidates for PC or delegate and relatives of unopposed candidates for any office can serve as an Election Day poll worker. Likewise, an **opposed** candidate or their relatives cannot work in any precinct where the candidate's name appears on the ballot. For example, in a non-vote center county, a candidate who is running **opposed** for a township office nomination in Township A and their relatives cannot serve as an Election Day poll worker in Township A. Instead, the opposed candidate and their relatives can be assigned to work in Township B. The result will be different in a vote center county, since ballots from both Township A and Township B will be available to voters at every Election Day vote center. Therefore, "opposed" candidates and their relatives cannot be a poll worker on Election Day in a vote center county. (IC 3-6-6-7)

Q. Can an optical scan ballot card completed during early voting, whether marked by hand or a ballot marking device, be inserted into the tabulator by the voter or ABS voter board member?

A. No. Once the voter completes their early voting ballot, the voter is to fold the card in such a way to hide their selections and place it directly into the ABS-7 envelope. The envelope is sealed and the voter & ABS voter board signs completes their required affidavits on the envelope.