

**Indiana WIC Program
Indiana State Department of Health**

Voter Registration

Policy

The local agency shall provide applicants or participants 17 years of age or older the opportunity to register or decline to register to vote at certification and change of address.

Authority

IC 16-35-1.6
IC 3-7-15
52 USC § 20506

Procedures

- I. Staff must ask a person applying for WIC or a participant requesting a change of address, "If you are not registered to vote where you live now, would you like to apply to register to vote today?" Based on the answer to this question the VRG-6 will have one of the following three responses marked:
 - Yes; or
 - No (I am registered to vote at the address where I live); or
 - No
- II. In providing the opportunity to register or decline staff shall NOT:
 - A. seek to influence the applicant's/participant's political preference or party registration;
 - B. display any political preference or party allegiance;
 - C. in any way discourage the applicant/participant from registering to vote;
 - D. lead the person to believe that a decision to register or not register has bearing on their eligibility for or the availability of WIC services.
- III. Staff shall offer and provide all applicants/participants assistance with completing the VRG-6. The applicant/participant may refuse assistance. To prevent rejection of the application by the Voter Registration Office, staff shall check the application for legibility and completeness and assist the applicant/participant with completing spaces that were left blank.

- IV. An applicant/participant responding "Yes" is choosing to register to vote. Staff shall:
- A. Inform the applicant/participant that information included on the Voter Registration Application is confidential and will be used only for registering them to vote and that an application submitted with information missing will result in a rejection notice sent by the Voter Registration Office.
 - B. Assist the applicant/participant in completing the bottom half of the VRG-6 and have the applicant/participant sign the VRG-6.
 - C. Assist the applicant/participant with completing the spaces left incomplete by the WIC Management Information System (MIS) according to directions on the form; that includes the space indicating they will be 18 years of age on or before the next election.
 - D. Ask the applicant/participant to read, or read for them, the **Acknowledgment of Notice** section on the receipt portion of the VRG-6.
 - E. Cut along the dotted line and give the top half of the form to the applicant/participant as their receipt of registering to vote.
 - F. Ensure that the proper WIC employee receives the bottom half of the form so that the form will be forwarded as a Voter Registration Application to the Circuit Court Clerk or Board of Voter Registration office in the county where the applicant/participant resides.
- V. An applicant/participant responding, "No (I am registered to vote at the address where I live)", "No" or choosing not to answer the question will be considered to have declined the opportunity to register to vote. Staff shall:
- A. Explain to an applicant/participant choosing not to answer the question that by not selecting one of the three choices they are considered to be choosing not to register to vote at this time and a "No" is being marked on the application on their behalf.
 - B. Inform the applicant/participant declining the opportunity to register to vote that the information included on the top of the form is confidential and is used for tracking purposes by the Voter Registration Office.
 - C. Ensure that the proper WIC employee receives the entire VRG-6 form so that the form will be forwarded as a Declination to the Circuit Court Clerk or Board of Voter Registration office in the county in which the applicant/ participant lives.

- VI. When the WIC MIS generated Indiana Voter Registration Application (VRG-6) is unavailable a paper VRG-6 must be provided with each applicant's or participant's opportunity to register or to decline to register to vote.
- VII. The information on the top of the VRG-6 form, including the office address and full name of the agency employee, will be completed on all VRG-6 forms. The applicant/participant will sign the top signature line.
- VIII. Staff must mail or hand deliver completed Voter Registration Application and Declination forms to the Circuit Court Clerk or Board of Voter Registration office in the county where the applicant/participant resides within 5 days of receiving the completed application.
 - A. Batched VRG-6 Registration and Declination forms being mailed must have the Transmittal of Voter Registration Materials (VRG-9) form attached and sent First Class. A copy must be made of the VRG-9 for all batches.
 - B. Batched VRG-6 Registration and Declination forms being hand delivered must have the VRG-9 attached. A receipt (VRG-8) will be given by the Circuit Court Clerk or Board of Voter Registration office to the staff person making the delivery. A copy must be made of the VRG-9 for all batches.
- IX. The VRG-8 receipts for all hand delivered batches must be stapled to the corresponding copy of the VRG-9 form as proof of receipt by the Circuit Court Clerk or Board of Voter Registration office. No receipt is required for batches mailed First Class.
 - A. The receipts and forms should be kept in a separate file in the individual clinic site for a period of 2 years.
 - B. No copies of completed Voter Registration Applications or Declinations are to be kept on file in the local agency.
- X. The State WIC office, based on communication received from the Secretary of State's Office, will inform the local agencies of the upcoming election deadline (when the Circuit Court Clerk Board of Voter Registration Offices will stop processing applications for the upcoming election) and provide direction on how to instruct applicants/participants submitting a voter registration application on or after the deadline. Communication from the State WIC office will include but will not be limited to requirements of the local agency to:
 - A. inform applicants/participants submitting a voter registration application after the deadline that, because of the deadline, their

voter registration application will not permit them to vote in the upcoming election.

- B. provide applicants/participants with a copy of the Voter Registration Office's "fail-safe" procedure.
- C. refer applicants/participants with questions about the "fail-safe" procedure and/or those expressing a desire to vote in the upcoming election to the Circuit Court Clerk or Board of Voter Registration office in the County in which the applicant/participant resides.
- D. transmit the applications received on or after the deadline in the usual manner and timeframe.

A copy of the Voter Registration Office's "fail-safe" procedure will be forwarded by the State WIC office to the local agencies along with the communication.

- XI. The local agency must designate a Voter Registration Coordinator (VRC). The VRC will be responsible for:
 - training local agency staff on the voter registration and transmittal process (recorded on the Inservice Education Plan and Attendance Log);
 - overseeing the voter registration and transmittal process within the local agency to ensure compliance with State WIC policy and procedure;
 - ensuring the VRG-9 and receipt file is retained for 2 years in each clinic site;
 - ensuring transmittal forms and paper voter registration forms are available in each clinic site;
 - distributing voter registration materials to staff as instructed by the State WIC office; and
 - serving as the liaison between the County Circuit Clerk or Board of Voter Registration office and the State WIC office to resolve any voter registration issues as they arise.