

## Division of Community Nutrition

<i>Subject:</i> <b>National Voter Registration Act</b>		<i>Policy:</i> <b>ADM 09.0</b>
<i>Reference:</i> <b>N / A</b>	<i>Effective:</i> <b>August 12, 2013</b>	<i>Supersedes:</i> <b>September 8, 2005</b>

### I. Policy:

Program applicants, participants, and anyone who inquires shall be provided the opportunity to register to vote or to change their voter registration in elections for federal and / or state office at all initial and subsequent certifications, or if there is a name or address change.

### II. Procedure(s):

- A. The local agency is required to keep voter registration forms available on site. Voter registration forms are available at a variety of locations, which are available at: <http://www.sbe.virginia.gov/>.
- B. WIC personnel shall ask all applicants / participants / anyone who inquires if he / she is of legal voting age (18 years old) and currently registered to vote.
  - 1) If the applicant / participant answers yes, then he / she shall be asked if he / she needs to change their registration. If they do, then personnel shall offer a form and assistance to the applicant / participant in completing the change in registration.
  - 2) If the applicant / participant answers no, personnel shall ask if the applicant / participant would like to register to vote and offer to provide assistance if needed.
  - 3) If assistance is requested, personnel shall assist in completing the registration form and forward completed forms to the State Board of Elections.
- C. The appropriate entry shall be made in Crossroads.
- D. The local agency is prohibited from the following:
  - 1) Seeking to influence an applicant's / participant's political party preference
  - 2) Displaying any political or candidate preference or party allegiance
  - 3) Making any statements or taking any action whose purpose or effect is to discourage the applicant from registering to vote, or
  - 4) Making any statement to an applicant or taking any action that leaves the applicant with the impression that a decision to register or not to register has any bearing on the availability of Program services or benefits.