GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

July 7, 2008
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TO: Commissioners; Temporary Assistance Directors; Food Stamp Directors; TOP Coordinators; Medical Assistance Coordinators; Employment Coordinators

FROM: Russell Sykes; Deputy Commissioner

SUBJECT: National Voter Registration Act (NVRA) Responsibilities – 2008 General Election.

EFFECTIVE DATE: Immediately

CONTACT PERSON: Royal Smith at 1-800 343-8859, extension 4-9344

The purpose of this message is to inform each Social Services District (SSD) of the voter registration deadline date for the 2008 General Election.

The voter registration deadline for participation in the 2008 General Election is October 10, 2008. SSDs are reminded that any voter registration forms collected through the close of business on Friday October 10, 2008 must be hand delivered or mailed to their county specific Board of Elections Office (BOE) and postmarked that day. SSDs are also reminded that Agency Based Voter Registration Transmittal Forms must be sent to their county specific BOE on a weekly basis.

Additionally, this message emphasizes that each Social Services District (SSD) has the responsibility for updating their county specific National Voter Registration Act (NVRA) Site Coordinator(s) contact information to the State Board of Elections (SBOE). In addition to providing changes in contacts to SBOE, each SSD is instructed to review their NVRA Site Coordinator's contact information (name, telephone number, e-mail address, etc.) at this time and report the information to Royal Smith.

Any changes to NVRA Site Coordinator(s) contact information may be made anytime by contacting Royal Smith in any of the following three ways:

  ☐ Email at Royal.Smith@otda.state.ny.us

  ☐ Email through Outlook if you have a computer connected to the New York State Human Services Enterprise Network (HSEN)

  ☐ FAX at (518) 473-0511

If you need instructions on SSD roles and responsibilities applicable to NVRA, you may refer to 95 ADM-01 and 94 LCM-104.