

**DATE:** July 14, 2017

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, Temporary Assistance Directors,  
National Voter Registration Act (NVRA) Site Coordinators

**FROM:** Jeffrey Gaskell, Assistant Deputy Commissioner  
Employment and Income Support Programs

**SUBJECT:** Social Services District Responsibility for Timely Submission of Voter  
Registration Forms

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Temporary Assistance Bureau – (518) 474-9344

The purpose of this message is to inform Social Services Districts (districts) of the New York State (NYS) voter registration deadline dates for the 2017 Primary Election and 2017 General Election.

In accordance with the National Voter Registration Act (NVRA), voter registration forms received by a district between the 30th and 25th day prior to an election must be transmitted to and received by a district's County Board of Elections by the 20th day before an election. For the 2017 Primary Election, voter registration forms collected by the district through the close of business on **Friday, August 18, 2017** must be mailed (postmarked) to the County Board of Elections no later than **Friday, August 18, 2017** and received by the County Board of Elections no later than Wednesday, August 23, 2017 for the individual to be eligible to vote in the 2017 Primary Election. The district may also hand deliver the voter registration forms directly to the County Board of Elections. Any hand delivered voter registration forms must be received by the County Board of Elections no later than **Friday, August 18, 2017**.

For the 2017 General Election, voter registration forms collected by the district through the close of business on Friday, October 13, 2017 must be mailed (postmarked) to the County Board of Elections no later than **Friday, October 13, 2017** and received by the County Board of Elections no later than Wednesday, October 18, 2017 for the individual to be eligible to vote in the 2017 General Election. The district may also hand deliver the voter registration forms directly to the County Board of Elections. Any hand delivered voter registration forms must be received by the County Board of Elections no later than **Friday, October 13, 2017**.

This GIS also reiterates the district's roles and responsibilities under the NVRA for voter registration forms. Districts must ensure they offer applicants and recipients of public benefit programs the opportunity to register to vote, as instructed in [98 LCM-40](#)/National Voter Registration Act (NVRA) Litigation. To ensure that district workers are familiar with their responsibilities regarding voter registration, NVRA has been incorporated into the Institute for Temporary Assistance Programs (ITAP). This training is available statewide to both new and experienced workers from every district. Additional Agency-Based Voter Registration Training for NVRA coordinators is available directly from the New York State Board of Elections by contacting Gregory Fiozzo, NYS Board of Elections at: (518) 474-1953.

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Districts must make sure that all of the following NVRA requirements are met:

1. One 10" x 24" poster, provided by the State Board of Elections, be prominently placed in each reception area.
2. Each district must designate a Site Coordinator who has been adequately trained and who must ensure that workers, including reception staff, are trained and have adequate back-up in case of illness or emergency. Any changes to a Site Coordinator's contact information such as, name, address, email address and/or telephone number must be reported to Glenna Roach at: (518) 474-9344 or [Glenna.Roach@otda.ny.gov](mailto:Glenna.Roach@otda.ny.gov).
3. Each applicant and recipient must be provided with the opportunity to register to vote at initial application, recertification and upon notification of a change of address. The same level of assistance must be provided to complete the Voter Registration application as is given to complete other Social Services documents. Although there is no state level change of address form, any local form which is given to or otherwise filled out with client participation should be annotated to show that the client was advised of the availability of NVRA services at the time the change of address was initiated.
4. Applicants and recipients completing applications or recertification applications through myBenefits receive instructions to print, sign and submit the electronic NYS Agency Based Voter Registration Form directly to their local district.
5. Procedures exist at each site to ensure that all voter registration forms, including electronic NYS Agency Based Voter Registration Forms received by the district, are handled properly. Voter Registration applications must be forwarded to the County Board of Elections within 10 days of completion, but we recommend that they be submitted weekly. Signed declinations must be retained by the district for 22 months. We recommend that declinations be retained in chronological order by month, rather than in case files.
6. If the applicant or recipient does not sign the electronic or paper NYS Agency Based Voter Registration Form, these forms are considered a declination, and therefore, should be noted and tallied on the Agency Based Registration Transmittal Form. We recommend that unsigned forms be kept in a folder to aid in the count. Blank forms can be reused after they have been accounted for.