

**DATE:** April 23, 2019

**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 at: (518) 474-9344 or  
[otda.sm.tabureau@otda.ny.gov](mailto:otda.sm.tabureau@otda.ny.gov)

The purpose of this message is to inform social services districts (districts) of the New York State (NYS) voter registration deadline dates for the 2019 elections and the requirement to submit voter registration forms received by the district prior to the deadlines. This GIS also reiterates the districts' roles and responsibilities under the National Voter Registration Act (NVRA) for voter registration forms.

**Timely submission of voter registration forms:**

In accordance with the 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 2019 State and Local Officials Primary Election on June 25, 2019, voter registration forms collected by the district through the close of business on **Friday, May 31, 2019** must be mailed (postmarked) to the County Board of Elections no later than **Friday, May 31, 2019** and received by the County Board of Elections by June 5, 2019 for the individual to be eligible to vote in the 2019 Federal Primary Election. The district may also hand deliver the voter registration forms. Any hand delivered voter registration forms must be received by the County Board of Elections no later than **Friday, May 31, 2019**.

For the 2019 General Election on November 5, 2019, voter registration forms collected by the district through the close of business on **Friday, October 11, 2019** must be mailed (postmarked) to the County Board of Elections no later than **Friday, October 11, 2019** and received by the County Board of Elections no later than October 16, 2019 for the individual to be eligible to vote in the 2019 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 11, 2019**.

---

**District roles and responsibilities:**

Districts must ensure they offer applicants and recipients of public benefit programs the opportunity to register to vote, as instructed in 95-LCM-114, “National Voter Registration Act (NVRA).” 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.

Additionally, districts must make sure that all of the following NVRA requirements are met:

1. One 10” x 24” NYS Agency-Based Voter Registration poster, provided by the State Board of Elections, must be prominently placed in each reception area.
2. Each district must designate an NVRA 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. Any unsigned voter registration applications from myBenefits received by the district must be tallied and sent to the local Board of Elections.
5. Procedures must 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 tallied on the transmittal form and 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 completes but does not sign the electronic or paper NYS Agency Based Voter Registration Form, these forms must be tallied and sent to the local Board of Elections. Blank forms can be reused after they have been accounted for.