



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	20 TA/DC091 Upstate and New York City
Date:	September 21, 2020
To:	Subscribers
Suggested Distribution:	Commissioners, Temporary Assistance Directors, National Voter Registration Act (NVRA) Site Coordinators
From:	Jeffrey Gaskell, Deputy Commissioner Employment and Income Support Programs
Subject:	Social Services District Responsibility for Timely Submission of Voter Registration Forms
Effective Date:	Immediately
Contact Information:	Temporary Assistance Bureau at: (518) 474-9344 or otda.sm.cees.tabureau@otda.ny.gov .

Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) of the New York State (NYS) voter registration deadline dates for the 2020 election and the requirement to submit voter registration forms received by the district prior to the deadline. 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 25 to 30 days prior to an election must be transmitted to and received by the district's County Board of Elections by the 20th day before an election.

For the 2020 General Election, held on November 3, 2020, voter registration forms collected by the district through the close of business on **Friday, October 9, 2020**, must be mailed (postmarked) to the district's County Board of Elections no later than **Friday, October 9, 2020** and must be received by the County Board of Elections by October 14, 2020 in order for the individual to be eligible to vote in the 2020 General Election. The district may also hand deliver the voter registration forms 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 9, 2020**.

District Roles and Responsibilities:

Districts must ensure that they offer applicants and recipients (A/R's) 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, the 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 New York State Board of Elections, must be prominently placed in each reception area.
2. Each district must designate a NVRA Site Coordinator, who has been adequately trained and who must ensure that district 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.
3. Each A/R 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 form as is given to complete other social services documents. Although there is no state level change of address form, any district form which is given to or otherwise filled out with A/R participation should be annotated to show that the A/R was advised of the availability of NVRA services at the time the change of address was initiated.
4. A/R's completing initial or recertification applications through myBenefits must receive instructions to print, sign and submit the electronic voter registration form directly to their district. Districts must ensure that these voter registration forms are handled in accordance with requirements #5 and #6 below.
5. Procedures must exist at each site to ensure that all voter registration forms received by the district are handled properly. Voter registration forms must be forwarded to the County Board of Elections within 10 days of completion, but OTDA recommends that they be submitted weekly. Signed declinations must be tallied on the transmittal form and retained by the district for 22 months. OTDA recommends that declinations be retained in chronological order by month, rather than in A/R case files.
6. Voter registration forms that are either torn off from the paper application or printed from myBenefits which have been completed by A/R's but are not signed must be tallied and sent to the districts' County Board of Elections. Blank forms can be reused after they have been accounted for.