

Department of Public Health
and Human Services

Section:
APPLICATION FILING

SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM (SNAP)

Subject:
Voter Registration

Supersedes: FMA 103-6 (02/01/00)

References: National Voter's Registration Act of 1993 (NVRA); P.L. 103-31, effective 1/1/95; MCA 13-2-221

GENERAL RULE -- Agency based registration is a requirement of the National Voter's Registration Act (NVRA) of 1993. Agencies mandated to implement voter registration reform include those that provide public assistance.

Each applicant/recipient must be offered a voter registration form with each application for services or assistance, recertification, redetermination or change of address form.

NOTE: Completed voter registration forms shall be transmitted to the local Clerk and Recorder within ten calendar days from the date received or within three calendar days of the close of registration which is 30 days before an election.

NOTE: Voter registration cards are available from the Secretary of State's Office at (406)444-2034.

**ELIGIBILITY
STAFF
RESPONSIBILITIES**

DPHHS and agency staff who provide voter registration services shall **not:**

1. Seek to influence an applicant's political preference or decisions;
2. Display any political preference or party allegiance;
3. Make any statement or take any action to discourage an applicant from registering to vote;
4. Make any statement or take any action that leaves an applicant with the impression that a decision to register or not register has any bearing on eligibility for or receipt of any program benefit; and
5. Disclose the identity of the voter registration agency of any applicant to the public (right of privacy).

**COUNTY
DIRECTOR/
DESIGNEE**

County Director/Designee responsibilities include:

1. Ensuring voter registration information and Registration Cards are made available for each applicant/ recipient as specified below;
2. Ensuring procedures are in place to transmit completed Registration Cards to the Clerk and Recorder within ten calendar days, taking care to protect the confidentiality of applicants by using **plain envelopes**.
- ▶ 3. Ensuring monthly tally sheet and monthly total sheets are sent electronically to Joan Duncan at jducun2@mt.gov or sent by fax to Joan Duncan at 444-2547 by the 5th day of the month.

**OPA CASE
MANAGER**

OPA Case Manager responsibilities include:

1. Offering a voter registration opportunity to each:
 - a. Applicant for TANF, SNAP, and Medicaid;
 - b. Recipient reporting a change of address; and
 - c. Individual completing a recertification and/or redetermination.
2. Providing the same level of assistance to any applicant/recipient in completing the voter registration form, if requested, as would be provided in completing the application for assistance; and,
3. Routing registration(s) to the County Clerk and Recorder Office following procedure established in your local office.