

1.0 Administration

Effective Date: 07/28/2025

1.10 Voter Registration

PURPOSE: This policy describes the process local agencies must follow to comply with the National Voter Registration Act of 1993 (NVRA), 52 U.S.C. §§ 20501 - 20511.

A. POLICY:

1. Local WIC agencies must offer applicants/clients and/or parents/caregivers of clients the opportunity to register to vote. The offer of voter registration must be made at certification, each subsequent certification, and when a change of address occurs. Staff can clarify with applicants/clients and/or parents/caregivers of clients as needed, their response will not have any impact on their WIC eligibility determination.
2. Applicants/clients and/or parents/caregivers of clients must be asked the question, “If you are not registered to vote where you live now, would you like to apply to register to vote here today?”
 - a. If an applicant/client and/or parents/caregivers of a client answers yes or does not answer either yes or no (they will be considered to have interest in registering to vote), staff must provide form #NSP-938-B, Michigan Voter Registration Application with instructions (See Exhibit 1.10A). They may choose to register online, by mail (via WIC or personal mail), or in person (at their local clerk’s office).
 - i. Applicants/clients and/or parents/caregivers of clients must be offered and receive the same assistance filling out the application, per request, that would be given to a person completing any other agency form. This may include reading aloud or translation.
 - ii. Individuals who choose to complete the application at the WIC office may need to present identification when registering to vote in person. Refer to the Michigan Voter Registration Application Instructions for further details.
 - iii. For individuals completing the application at the WIC office, WIC staff must provide them with a copy of the completed application. This acts as a receipt to the applicant verifying the acceptance of the application.
 - iv. Local agency staff must submit completed forms to the clerk’s office of the applicant’s residence within 10 days of receipt of application. However, in the event of an upcoming election, applications must be postmarked to the clerk’s office of the applicant’s residence no later than 15 days prior to the election.

- v. Within 14 days of an election, and on Election Day, local agency staff must instruct applicants they may register to vote by visiting their local clerk's office in person with proof of residency documentation.
 - b. If an applicant/client and/or parents/caregivers of a client answers no, indicating they do not wish to register to vote, the "no" box on the form must be checked and WIC staff must initial and date the Michigan Voter Registration Application form and file in a secure location. Voter Registration Application forms must be kept for two years from the date of completion. (See Policy 1.06 Record Retention and Destruction.)
 - c. If an applicant/client and/or parents/caregivers of a client states they are already registered to vote at the current address, select the appropriate response in the MI-WIC system to document client response.
- 3. When an applicant/client or parent/caregiver of a client contacts the WIC office to change their address, staff must ask if they would like to register to vote at their new address. If yes, offer the following options for receiving the Voter Registration Application:
 - a. Provide information to apply online at [Michigan Online Voter Registration \(state.mi.us\)](https://state.mi.us).
 - b. Provide the Michigan Voter Registration Application electronically or mail to the client.
- Note:** Inform the applicant/client or parent/caregiver of a client that assistance in completing the Voter Registration Application is available at the WIC office or by calling the Michigan Secretary of State at 1-888-767-6424.
- 4. Staff must document appropriate voter registration responses in MI-WIC.
- 5. Local agency staff providing voter registration services must not:
 - a. Seek to influence political party preference of an applicant/client and/or parents/caregivers of a client.
 - b. Display any political preference or party allegiance.
 - c. Make any statement or take any action to discourage the applicants/clients and/or parents/caregivers of a client from registering to vote.
 - d. Take any action or make any statement that may lead applicant to believe that a decision to register or not to register has any bearing on the availability of WIC services or benefits.

6. Information on voter registration must be kept strictly confidential. No information regarding a person's declination to register may be used for any purpose other than voter registration. If an individual registers to vote, their Voter Registration Application may not be publicly disclosed.

B. GUIDANCE:

Michigan Voter Registration Application forms may be ordered through WIC E-Forms. The form number is #NSP-938-B.

References:

March 23, 2022, USDA Memo to WIC SAs: Reminder of Requirements under Section 7 of the National Voter Registration Act of 1993 (NVRA, P.L. 103-31) and WIC National Voter Registration Act of 1993 (NVRA), 52 U.S.C. §§ 20501 - 20511
USDA WIC Policy Memorandum: 94-4 – WIC - Implementation of the Voter Registration Act of 1993 (NVRA)
Michigan Election Law, MCL 168.1 *et seq.* MI CONST Art. 2, § 4
Article II Section 4 of the Michigan Constitution
[United States Department of Justice Civil Rights Division National Voter Registration Act of 1993\(NVRA\) Questions and Answers, July 20, 2022](#)

Cross-References:

1.06 Records Retention and Destruction

Exhibits:

1.10A [Voter Registration Form \(#NSP-938-B\)](#)