

**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 shall offer applicants/clients and/or parents/caregivers of clients the opportunity to register to vote. The offer of voter registration shall be made at certification and recertification appointments, and when a change of address occurs.
2. Local agency staff shall clarify as needed, that declining to complete the registration form will not have any impact on their WIC eligibility determination.
3. Applicants/clients and/or parents/caregivers of clients shall be given form #NSP-938B, State of Michigan Voter Registration Application. The top portion of this form is commonly referred to as the "declination form." (See Exhibit 1.10A for a copy of this form.)
  - a. If the person indicates on the form that they do not wish to register to vote, or if the person does not check either the "yes" or "no" box, they should sign and provide their address. Should the person refuse to do this, WIC staff must initial and date the "declination" portion of the form (top right-hand corner). The form is then filed in a secure location according to local agency procedures.
  - b. If the person indicates that they are already registered to vote at the current address, the person shall be given the "declination" portion of the form to complete. Should the person refuse to do this, the WIC staff must initial and date the "declination" portion of the form (top right-hand corner). The form is then filed in a secure location according to local agency procedures.
  - c. If the person indicates they wish to register to vote, WIC Staff must provide the person with the State of Michigan Voter Registration Application to complete.
    - i. Individuals need to present photo identification when registering to vote in person. Acceptable ID documents include:
      - (a.) Current Michigan driver's license or Michigan personal identification card.
      - (b.) Current driver's license or personal identification card issued by another state.
      - (c.) Current federal or state government-issued photo identification.
      - (d.) Current U.S. passport.

- (e.) Current student identification with photo – from a high school or an accredited institution of higher education.
      - (f.) Current military identification card with photo.
      - (g.) Current tribal identification card with photo.
    - ii. If a person does not possess photo identification, they are permitted to sign the Affidavit of Voter Not in Possession of Picture Identification form (ID Affidavit). ID Affidavit forms that are completed by clients must be sent along with the voter registration form to the local clerk's office using standard procedures. (See 1.10B Affidavit of Voter Not in Possession of Picture Identification.)
  - 4. When an applicant/client or parent/caregiver of a client contacts the WIC office to change their address, staff shall ask if they would like to register to vote at the new address. If yes, offer the following options for receiving the Voter Registration Application:
    - a. Clients can access directly/immediately online at [Michigan Online Voter Registration \(state.mi.us\)](https://www.michigan.gov/elections).
    - b. Local agency can send the Michigan Voter Registration Application by email.
    - c. Local agency can send the Michigan Voter Registration Application by mail.
- 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 Department of State at 1-888-767-6424.
- 5. Applicants/clients and/or parents/caregivers of clients requesting assistance to complete the voter registration application shall receive the same assistance that would be given to a person completing any other agency form. This might include reading aloud or translation.
  - 6. Applicants/clients and/or parents/caregivers of clients may choose to complete the application outside of the WIC office and mail it in themselves, or they may give the completed form to staff to mail.
  - 7. Local Agency staff shall submit completed forms to the clerk of the County, City or Township of the applicant's residence within 10 days of application. However, if the agency receives a completed voter-registration application within five days before the last day to register to vote in an election, the application must be submitted to the appropriate State or local election official within five days.

8. [Article II Section 4 of the Michigan Constitution](#) allows Michigan citizens to register to vote in-person up to and on election day. However, if an eligible US citizen wants to register online or mail in a voter registration application, it needs to be postmarked 15 or more days prior to the election date. Beginning on the 14<sup>th</sup> day before that election and continuing through the day of that election, citizens may register to vote in person at their Township or City Clerk's Office, with proof of residency in that Township or City.
9. Local agency staff providing voter registration services shall 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.
10. Information on voter registration shall 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.
11. Voter declination forms must be kept for 2 years from the date of completion. (See Policy 1.06, Record Retention and Destruction.)

## **B. GUIDANCE:**

1. Michigan Voter Registration Application forms may be ordered through WIC E-Forms. The form number is #NSP-938-B. Forms are packaged in a quantity of 250.
2. It is important to recognize that some applicants may have concerns their responses will disclose their immigration status or negatively impact their ability to participate in the WIC Program. To reduce applicant hesitancy or confusion, clinic staff should explain, using plain language, that applicants have the option to decline to complete the registration form.

**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

[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 \(#NSP-938-B\)](#)

1.10B Affidavit of Voter Not in Possession of Picture Identification