

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION 311 W. Saratoga Street Baltimore, Maryland 21201	F I A A C T I O N T R A N S M I T T A L
ISSUANCE DATE: April 21, 1997	EFFECTIVE DATE: Upon Receipt
	CONTROL NUMBER: FIA OQA 97 - 83

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
LOCAL DEPARTMENT NVRA COORDINATORS
FAMILY INVESTMENT SUPERVISORS

FROM: Kevin Mahon, Executive Director, FIA

RE: NATIONAL VOTER REGISTRATION ACT ACTIVITIES

PROGRAMS EFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: Office of Quality Assurance

BACKGROUND

This Action Transmittal supplements and enhances the provisions of FIA-OQA Action Transmittal 96-22, dated December 18, 1996. This transmittal restated the NVRA voter registration requirements and explained the process local department of social services are to follow when reporting NVRA activities.

The National Voter Registration Act of 1993 (NVRA) became effective on January 1, 1995. The intent of NVRA is to increase the number of citizens registered to vote by greatly expanding the opportunity for persons to register to vote through newly designated voter registration agencies. The Motor Vehicle Administration (MVA) is the primary public agency offering voter registration, thus the use of the term "Motor Voter Act". The law designates state public assistance offices as voter registration agencies, consequently FIA is responsible to implement NVRA in accordance with the stated guidelines.

ACTION REQUIRED:

All provisions of FIA-OQA Action Transmittal 96-22, dated December 18, 1996, remain in effect. Incorporate the provisions of this Action Transmittal into your NVRA procedures.

MAINTENANCE OF 784 CERTIFICATION FORMS

Old Procedure:

In August, 1996 staff were instructed to maintain only the most recently offered copy of the DHR 784 form in the case record. Each time a new 784 form was completed, the old form was to be discarded. Essentially, only one DHR 784 form would be retained in the case record.

In order to assure proper documentation of NVRA activities with customers, evidence must be maintained to confirm that a customer was offered an opportunity to register to vote on a specific date (application, reconsideration and case maintenance contacts). Since staff were instructed to retain only the most recently offered DHR 784 form, the Department would be unable to provide the required substantive documentation to verify that customers were provided the opportunity to register at the previous contacts with the agency.

New Procedure:

Maintain all case record copies (white) of the DHR 784 in the case record. Staff can retire the white copies of the DHR 784 forms as part of the scheduled purge of outdated case record material, when appropriate.

The Agency's Voter Registration Coordinator is to use the yellow copy of the DHR 784 to compile a monthly report for DHR. The coordinator will want to retain the yellow copies until they receive the monthly Analysis on Voter Registration activity from DHR. After confirming that the information used is accurate, the coordinator's may destroy the yellow copies of the DHR 784.

VOTER REGISTRATION REPORT SCHEDULE

Effective upon receipt, all Voter Registration (DHR/IMA 779) reports are due on or before the fifteenth of the month following the month the data is being captured for (i.e. March 1997 data is to be submitted by April 15, 1997). The reports are to be faxed or mailed to the NVRA Liaison at the address listed below:

Ginger Metzger
DHR NVRA Agency Liaison
FIA Office of Quality Assurance
Division of Management Support
311 West Saratoga Street
Baltimore, Maryland 21201
Fax (410) 333-0711 or (410) 333-6581

If the local department fails to submit the Voter Registration report by the fifteenth of the month, the NVRA Liaison will send a reminder notice to the Director, FI Deputy/Assistant Director and the Voter Registration Coordinator to advise that the report is overdue (Attachment I).

FEEDBACK ON DEFICIENT 779 REPORTS

Old Procedure:

Local department Voter Registration Coordinators were notified by telephone whenever a discrepancy in the data on the 779 form was found.

New Procedure:

In addition to the telephone contact, effective with the February, 1997 Voter Registration reports, a written analysis of data discrepancies will be sent to the local department (Attachment II). The analysis will:

- Explain the discrepancy.
- Request an explanation of the discrepancy.
- Request a plan of corrective action to assure the discrepancy is eliminated.

REPLACEMENT OF VOTER REGISTRATION COORDINATORS

A current list of NVRA Coordinators for the Counties and Baltimore City has been compiled (Attachment III). Please review these lists and notify the NVRA liaison, Ginger Metzger immediately, if the information is no longer accurate. Notify the NVRA liaison whenever the Local Department Voter Registration Coordinator is changed. In addition, advise the NVRA liaison when individual orientation and training is needed for the new appointee.

USE SABEL'S FORM TO SEND APPLICATIONS TO LOCAL BOARDS OF ELECTIONS

Voter registrations submitted by the local departments of social services are shown on SABEL reports under the Mandated Agencies heading. To ensure that the voter registration applications you send to the Local Board of Elections are correctly attributed to your department, use this form as a cover sheet for batched applications (Attachment IV). Make copies of this form and use a copy every time applications are sent to the Local Board of Elections.

INQUIRIES

Direct questions and comments to Ginger Metzger, NVRA Liaison at (410) 767-7938. Thank you for your continued cooperation.

cc: DHR Executive Staff
FIA Management Staff

FAMILY INVESTMENT ADMINISTRATION

MEMORANDUM

Date:

To: See Distribution List

From: Jerry Nelson, Manager, Division of Management Support

Re: Overdue Motor Voter Registration Reports

Your department's Voter Registration Report (DHR/IMA 779; due) has not yet been received. Please fax or mail this report to the address listed below by , 1997.

Ginger Metzger
DHR NVRA Agency Liaison
FIA Office of Quality Assurance
Division of Management Support
311 West Saratoga Street
Baltimore, Maryland 21201
Fax (410) 767-0311

Your cooperation in ensuring that future reports are received by my office on or before the fifteenth of the month would be greatly appreciated. Questions may be directed to Ginger Metzger on (410) 767-7938.

cc: Ginger Metzger

FAMILY INVESTMENT ADMINISTRATION

MEMORANDUM

Date:

To: Directors, Local Departments of Social Services
Deputy/Assistant Directors for Family Investment
Voter Registration Coordinators

From: Jerry Nelson, Manager, DMS

Re: ANALYSIS OF VOTER REGISTRATION REPORT (DHR/IMA 779)

For the month of _____ 1997, the _____ County
Department of Social Services reported the following information
on the Voter Registration Report:

- ___ applications to the Local Board of Elections (item 5).
- ___ agency certifications received (items 6).
- ___ registered on-site (item 7).
- ___ declined to register (item 8).
- ___ already registered (item 9).
- ___ took form home (item 10).

Analysis of the above data indicated the following:

- ___ 1. All entries on your report appear to be consistent with NVRA reporting requirements. Congratulations!
- ___ 2. The Voter Registration Report (DHR/IMA 779) was not received timely. The report is due on or before the fifteenth of each month.
- ___ 3. The number of applications sent to the Local Board of Elections (item 5) is not consistent with the number of customers registered on-site (item 7). These two numbers should be the same unless a customer completed the application at home and returned it to the local department instead of the Local Board of Elections.

VOTER REGISTRATION ANALYSIS
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When this occurs, the local department has the responsibility for forwarding these applications to the Local Board of Elections.

- 4. The number of applications sent to the Local Board of Elections (item 5) is less than the number of customers registered on-site (item 7). Please clarify the discrepancy.
- 5. The number of Voter Registration Agency Certifications (DHR/IMA 784) is incompatible with the number of customers that were expected to visit your agency in the report month. Please remind all staff that a certification form must be completed at each face-to-face contact (application, reconsideration and case maintenance changes).
- 6. The total number of Voter Registration Agency Certifications completed (item 6) does not add up mathematically. When added, the sum of items 7, 8, 9 and 10 should equal the amount reported (item 6).

This analysis may help to clarify the expectations for staff as it relates to NVRA. Our mutual goal is for all agencies to receive an analysis response with only the number one line checked. In the interim, a corrective action plan which details the action steps your agency will take to resolve the issue(s) identified is needed by _____.

Questions or concerns may be directed to Ginger Metzger on (410) 767-7938. Thank you for your continued cooperation.

cc: Ginger Metzger

LOCAL DEPARTMENT	SITE COORDINATOR	REGISTRATION COORDINATOR	PHONE NUMBER	FAX NUMBER
Allegany	Rosemary Lehman	Rosemary Lehman	301-777-2339	301-777-5527
Anne Arundel	Anna-Betty Cordovilla GB-Robin Owens	Vesta Kimble	410-269-4501 410-508-2433	410-974-8566
Baltimore	Cat-Carmen Rodriguez Dun-Sharon Baxter Ess-Lou McCallum Tow-Jennifer Mitchum Rei-Jean Johnson	Julia C. Barber	410-887-0992 410-887-7195 410-887-0355 410-887-3061 410-887-1197	410-887-5820
Calvert	Shirley Gribben	Shirley Gribben	410-535-8760	410-535-8799
Caroline	Cindy Parkinson	Jane Conlin	410-479-5907	410-479-5910
Carroll	David B. Ensor	David B. Ensor	410-857-6210	410-857-6313
Cecil	Ellis A. Scott	Ellis A. Scott	410-996-0500	410-996-0605
Charles	Leila Welch	Leila Welch	301-934-6666	301-870-3958
Dorchester	Wendy Wilson	Wendy Wilson	410-228-5100	410-228-8923
Frederick	Chris C. Bickle	Chris C. Bickle	301-694-2405	301-694-4550
Garrett	Carla Tasker	John Merrill	301-334-9461	301-334-5449
Harford	Dawn Stetka	Dawn Stetka	410-836-4702	410-836-4945
Howard	Gloria Dunton	Gloria Dunton	410-872-4200 (Ext. 261)	410-872-4222
Kent	Janet Rose	Janet Rose	410-778-0820 (ext. 337)	410-778-1497
Montgomery	M. Joseph	M. Joseph		301-468-4232
Prince George's	CS-Kelvin White Hy-Jackie Christian PI-Lelia Moody PP-Karen Norris	Iris Mapp	301-449-2564 301-422-5195 301-386-5522 301-341-6834	301-952-2646 <-(Ext. 128)
Queen Anne's	Lisa Clark	Lisa Clark	410-758-5116	410-758-5155
St. Mary's	Christine C. Jordon	Robbie Loker	301-475-4709	301-475-4799
Somerset	E. Warfield	E. Warfield	410-651-0311 (Ext. 320)	410-651-9264
Talbot	Doretha Coursey	Doretha Coursey	410-820-6682	410-820-7067
Washington	Karen Worthington	Karen Worthington	301-739-8491	301-791-6289
Wicomico	Tyronna Davis	Tyronna Davis	410-543-6900 (ext. 328)	410-543-6682
Worcester	Nancy Nunez Lynn Blevins (Back-up)	Nancy Nunez	410-632-2705 (ext. 540)	410-632-3542
Baltimore City	See City Sheet	Jeannette P. Sellers	410-361-3060	410-361-3150

VOTER REGISTRATION CITY COORDINATORS

LOCAL DEPARTMENT	SITE COORDINATOR	PHONE NUMBER
Central MA	Patricia Tyler	361-5791 614-2335
Child Protective Services	Sandra Nichols	361-2369
Cherry Hill	Stephanie Smith	361-5459
Clifton	Felicia Cooper	361-4849
Dunbar	Julia Hamilton	361-5548
EESU	Joyce Sturgis	361-5896
Family Services	Deloris Byrd	361-4357
Foster Care/ Adoptions	Deloris Byrd	361-4357
Harford Heights	Theresa Massey	361-4915
Hilton Heights	Mary Leach	361-5338
In Home Aide Service	Lillian McNeil	361-2070
Johnsyon Square	Carolyn HEnson	361-4887
Liberty Garrison	Mona Throckmorton	361-6400 X 251
Mount Clare	Kim Dobson	361-2170
Orangeville	Janet West	361-4411
Park Circle	Andrietta Rogers	361-6400 X 255
Patapsco	Sara Hamlin	361-5405
Steuart Hill	Barbara Singletary	361-3635
Upton	Roger Fenner	361-5100 X 294
Westwood	Sheila Washington	361-5100 X 388
Agency Coordinator	Jeannette P. Sellers	361-3060
Family Investment Bureau	Pam Mitchell	361-3041
Adult & Family Support Bureau Coordinator	Jacqueline McCray	361-3904
Family & Children's Services Bureau Coordinator	Erica Haus	361-2615

3/15/97

AGENCY-BASED REGISTRATION
VOTER REGISTRATION TRANSMITTAL FORM

Agency Name: _____

Agency Address:
(local address) _____

Transmission Date: _____

Number of Registration Forms: _____

For Board Use Only/Duplicates

Agency Designee Signature: _____

Title: _____

Phone Number: _____

COMMENTS: _____

