



Department of Human Resources
311 W. Saratoga St.
Baltimore, MD. 21201-2521

FIA INFORMATION MEMO

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS/ELIGIBILITY STAFF
FAMILY INVESTMENT VOTER REGISTRATION COORDINATORS**

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FIA

RE: THE NATIONAL VOTER REGISTRATION ACT

PROGRAM EFFECTED: ALL PROGRAMS

**ORIGINATING OFFICE: OFFICE OF ADMINISTRATIVE SERVICES AND
CONTINUOUS IMPROVEMENT**

CARES JURISDICTIONS

Until programming changes are completed on CARES to include the response **Took Home**, staff are to use a **No** response on the DEM 2 screen whenever a customer, present at the face to face application or reconsideration interview, or to report an address change, opts to take the Voter Registration Application form home. If the worker were to respond with a **Yes** on the DEM 2 screen, the Voter Registration Site Coordinator would expect to receive a completed Voter Registration Application form.

The **Yes** response is inappropriate because the customer cannot be required to return the completed Voter Registration Application to the local department. The customer may prefer to send the completed Voter Registration Application form directly to the Local Board of Elections.

AIMS JURISDICTIONS

Until all cases are converted to CARES, staff are to use a **No** response on the AMF 1 document whenever a customer, present at the face to face application or reconsideration interview, or to report an address change, opts to take the Voter Registration Application form home. If the worker were to respond with a **Yes** on the AMF 1 document or on the Voter Registration Agency Certification form (DHR/IMA 784), the Voter Registration Site Coordinator would expect to receive a completed Voter Registration Application form.

The Yes response is inappropriate because the customer cannot be required to return the completed Voter Registration Application to the local department. The customer may prefer to send the completed Voter Registration Application form directly to the Local Board of Elections.

ACTION DUE DATE: Upon receipt.

Questions may be directed to Ginger Metzger on (410) 767-7938.

c: FIA Management Staff
DHR Executive Staff