

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	TEMPORARY CASH ASSISTANCE MANUAL	
VOTER REGISTRATION 216	COMAR 07.03.03.04	APPLICATION 200

216.1 Qualifying Note:

The Voter Registration Program is a separate Federal program. TCA case managers provide program information, including basic eligibility requirements, so that referrals may be made to the program as appropriate.

216.2 REQUIREMENTS

- A. As a result of the National Voter Registration Act (NVRA) of 1993, every FIA customer 16 or older must be offered the opportunity to register to vote at each:
1. Application (new or reopen)
 2. Add-a-person,
 3. Add-a-program,
 4. Address change, and
 5. Redetermination
 6. Other case maintenance activity
- B. CARES will automatically generate a Voter Registration Agency Certification (Form DHR/FIA 784) for each person, 16 or over, present at the application or recertification interview whenever the case manager enters "Y" in the appropriate field on the DEM2 screen
1. If the entry into the [PRES@INT](#) field on the DEM2 screen is Y (yes), choose one of the following 6 responses made by the individual to put into the VOTER-REG field
 - Y = The person wants to register to vote and was given an application for doing so
 - N = The person declined to register to vote
 - R = The person is already registered to vote
 - H = The person took the voter registration application home
 - M = The case manager mailed the voter registration application
 2. If the entry is N (no) in the [PRES@INT](#) field, and the application, recertification, or address change was mailed in, choose the case manager mailed the voter application option on CARES.
 3. The local department must also send a Voter Registration Application and DHR 784 Voter Registration Agency Certification to any customer age 16 or over who was not present at an interview for one of the case actions listed above.

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4. The Eligibility Determination Document (EDD) includes one of the 6 possible responses to the voter registration question for each individual 16 or older.
- C. When a customer's address changes or needs to be corrected; enter the information on the CARES ADDR screen and manually generate a 784
1. Ask the customer to sign the 784
 2. Send, if the customer completes it, the voter registration application to the local Voter Registration Coordinator.
- D. Case managers are required to document the action taken and the customer's decision at each of the above case actions in the case record by:
1. Ensuring that a current Voter Registration Agency Certification form (784) **OR** the system generated voter registration form on the Eligibility Determination Document (EDD) is completed for each customer age 16 and over. This current documentation must be in the case record;
 2. Reviewing the Motor Voter fields on the CARES DEM2 screen for each customer age 16 or over, and updating the CARES DEM2 screen if necessary, to ensure that the Motor Voter fields match the information on the current 784 or EDD forms (the absence of a hard edit in CARES does not eliminate this responsibility); and
 3. Documenting in the case narrative, as appropriate, that the Voter Registration Application and DHR 784 forms were mailed or sent to customers 16 or over who were not present at the interview or who are completing their case updates by mail.

Note: Although case managers are required to document that a voter registration form or 784 was sent home or mailed to the customer, the customer is not required to return the documents. Do not request return of voter registration forms on the Request for Verification form (1052).

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216.3 VOTER APPLICATION SUBMITTALS

- A. Voter registrations are attributed to local departments under the heading of “Mandated Agencies” on State Administrative Board of Election Law (SABEL), now State Board of Elections, reports
- B. Local departments must attach a copy of the SABEL form as a cover sheet each time a batch of voter registration applications is sent to the Local Board of Elections

216.4 VOTER REGISTRATION REPORTS

- A. Each month three statistical reports on voter registration are automatically generated
 - 1. District Office Summary Report
 - 2. County Summary Report
 - 3. Statewide Summary Report
- B. Use the 784 to confirm the offer of the opportunity to register to vote for all individuals 16 or older