

## NVRA Frequently Asked Questions and Answers (3/4/2013)

- Q1.** Since it is called a “declination”, am I supposed to just have those that decline voter registration fill it out?
- A.** The term declination is deceiving, because we need to document the response to the offer of voter registration whether they say yes or no. The only situation where you don’t have to complete a declination is when the potential voter declines the voter registration offer when they call WIC to change their address.
- Q2.** Do I have to have the potential voter fill out the declination portion of the Voter Registration form if they have already completed the one on the Participant Signature form?
- A.** No, one completed declination per occasion is enough.
- Q3.** When do I use the declination on the *Participant Signature* form versus using one of the other forms?
- A.** Generally speaking, the declination on the *Participant Signature form* is used at certs and recerts. Form SEL-503 and SEL-503d are used during address changes. Take a look at the charts at the end of this document for details.
- Q4.** Do I have to offer voter registration out loud?
- A.** If you speak the same language as the potential voter the question should be read aloud to the client.
- Q5.** What do I do when a potential voter refuses to sign the declination?
- A.** Refusing to sign or leaving the declination blank after making the verbal offer is assumed to be declining the offer to register. WIC staff should check the “No” box, write “refused”, and then initial the form. This can be done after the potential voter has left if there is any reason to think making the note would cause discomfort.
- Note from State Elections Division: “The preference would be for clients to sign the declination, but there is no penalty if they don't. If staff have a client who doesn't want to sign or is obviously uncomfortable about the process they should simply assure the individual that there is no penalty for signing or not signing and move on to the next function/process in your steps.”
- Q6.** What should the potential voter mark if they indicate they are already registered to vote where they live now?

- A. Since they don't need to register to vote today, the answer is "No". (I understand that the question makes that answer a little confusing. :o)
- Q7.** I am concerned that potential voters don't understand what they are signing on the declination when they don't read English well. How could I help?
- A. Since we are required to offer the same assistance on voter registration issues as we do with other WIC forms, WIC staff may either read all of the form to the client, use the translated form, or ask an interpreter to read the form in the client's language. The "*Participant Signature Form*" has been translated into Spanish, Russian, Vietnamese, Chinese, Somali, and Arabic. The voter registration form is available in Spanish. These translations are available on the WIC publications webpage. Translated forms should be used for any client that reads those languages. (Note: *The Rights and Responsibilities* form is also translated into these 6 languages).
- Q8.** What if clients don't understand what they are registering for?
- A. WIC staff can explain that "Registering to vote allows US citizens over the age of 18 to vote in government elections."

*See charts on the next pages for more information on which form to use.*

## When do I use each form?

<b>Use this Declination</b>	<b>Form #</b>	<b>In these situations</b>	<b>Where</b>
Participant Signature form (English or Spanish)	57-603 57-603S	+Use the included declination at certifications and recertifications.	Mailroom
Participant Signature form (Russian, Vietnamese, Chinese, Somali, and Arabic )	57-603	+Use the included declination at certifications and recertifications for families reading these languages	Online
State Elections Agency Registration form in English	SEL-503	+Use the included declination at in-person address changes when the person answers “Yes” +Use the included declination at over-the-phone address changes when the person answers “Yes” and requests a form to be mailed to them.	Mailroom
State Elections Agency registration form in Spanish	SEL-503a	+Use the included declination at in-person address changes when the person answers “Yes” and reads Spanish +Use the included declination at over-the-phone address changes when the person answers “Yes”, speaks Spanish, and requests a form to be mailed to them.	Online
Declination only (English and Spanish)	SEL-503d	+Use this declination at in-person address changes when the person answers “No” +Use this declination at over-the-phone address changes when the person answers “No” +Use this declination at over-the-phone address changes when the person answers “Yes”, but wants to be emailed the website for making changes or registering.	Mailroom

## Which form do I use in this situation?

(Same info re-arranged)

In this situation	Use this Declination	Form #	Where
+Use the included declination at certifications and recertifications.	Participant Signature form (English)	57-603	Mailroom
+Use the included declination at certifications and recertifications for families reading these languages	Participant Signature form (Spanish, Russian, Vietnamese, Chinese, Somali, and Arabic )	57-603	Online
+Use the included declination at in-person address changes when the person answers "Yes"	State Elections Agency Registration form in English	SEL-503	Mailroom
+Use the included declination at over-the-phone address changes when the person answers "Yes" and requests a form to be mailed to them.	State Elections Agency Registration form in English	SEL-503	Mailroom
+Use the included declination at in-person address changes when the person answers "Yes" and reads Spanish	State Elections Agency registration form in Spanish	SEL-503a	Online
+Use the included declination at over-the-phone address changes when the person answers "Yes", speaks Spanish, and requests a form to be mailed to them.	State Elections Agency registration form in Spanish	SEL-503a	Online
+Use this declination at in-person address changes when the person answers "No"	Declination only (English and Spanish)	SEL-503d	Mailroom
+Use this declination at over-the-phone address changes when the person answers "No"	Declination only (English and Spanish)	SEL-503d	Mailroom
+Use this declination at over-the-phone address changes when the person answers "Yes", but wants to be emailed the website for making changes or registering.	Declination only (English and Spanish)	SEL-503d	Mailroom