

## **Lake County Department of Job and Family Services**

National Voter Registration Act

### **Voter Registration Agency Plan**

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**1. Agency Information**

Name of Agency Lake County Department of Job and Family Services		
Main Office Street Address 177 Main Street		
Mailing Address		
City Painesville	State Ohio	Zip Code 44077
Website <a href="http://www.lakecountyohio.gov/jfs/">http://www.lakecountyohio.gov/jfs/</a>		
Type of Agency <i>(Describe the mission of this agency and the services it provides)</i>  <b>The mission of the Lake County Department of Job and Family Services is to provide public assistance, child protective services, child support enforcement and employment and training programs to the citizens of Lake County in a manner that recognizes and preserves individual rights, responsibilities and dignity so that families, children and adults are able to restore, maintain or improve their capabilities for self support and family life.</b>		

**A. Contact Information**

Director's Name Matthew Battiato	Email Battim@odjfs.state.oh.us	
Street Address 177 Main Street		
Mailing Address		
City Painesville	State Ohio	Zip Code 44077
Phone Number 440-350-4000	Fax Number 440-350-4399	

**B. National Voter Registration Act Coordinator**

Coordinator's Name and Job Title Shawn Douglas	Email DouglS01@odjfs.state.oh.us	
Street Address 177 Main Street		
Mailing Address		
City Painesville	State Ohio	Zip Code 44077
Phone Number 440-350-4228	Fax Number 440-350-4399	

**C. Site Coordinators and Agency Locations (if applicable).** List the names of site coordinators, locations of the offices that this agency provides covered services, and locations of the voter registration posters at each office. (The posters referenced are those required by and provided through the Secretary of State’s office.)

Site Coordinator’s Name and Job Title		Email	
Location Name			
Street Address			
Mailing Address			
City		State	Zip Code
Phone Number		Fax Number	
Location of Secretary of State’s Poster			

**NVRA requires public assistance agencies to offer Voter Registration, but it is the Ohio Legislature that determined which programs are covered. You can offer Voter Registration to any client.**

**2. Policies and Procedures for Voter Registration Administration**

Outline policies and procedures for NVRA Administration in the agency.

**A. Opportunities to Register, Notice of Rights/Declination Form**

1. Describe the procedures used to help clients register to vote for Food Assistance; Cash Assistance and Medical Assistance during the following program activities:

a. Application

**Voter Registration materials are provided with every application for public assistance. All staff members (receptionists, caseworkers and managers) provide assistance in completing the voter registration materials upon request.**

b. Recertification

**Voter Registration materials are provided with every application for recertification of public assistance. All staff members (receptionists, caseworkers and managers) provide assistance in completing the voter registration materials upon request.**

c. Change of Address

**Voter Registration materials are provided with every change of address. All staff members (receptionists, caseworkers and managers) provide assistance in completing the voter registration materials upon request.**

2. Describe the procedures used to help clients register to vote for when they apply for the Prevention, Retention & Contingency (PRC) services during the following activities:.

a. Application

**Voter Registration materials are provided with every application for public assistance. All staff members (receptionists, caseworkers and managers) provide assistance in completing the voter registration materials upon request.**

b. Recertification

**Voter Registration materials are provided with every application for recertification of public assistance. All staff members (receptionists, caseworkers and managers) provide assistance in completing the voter registration materials upon request.**

c. Change of Address

**Voter Registration materials are provided with every change of address. All staff members (receptionists, caseworkers and managers) provide assistance in completing the voter registration materials upon request.**

3. Describe the procedures used to distribute to clients the Notice of Rights/Declination form.

**The Notice of Rights/Declination form is provided with every application, recertification and change of address form.**

4. Describe the procedures used for registering clients to vote at home, by mail or by phone?

**Voter registration materials are provided with every application, recertification or change of address form. These forms are provided to walk-in clients and mailed to clients. Assistance in completing the forms may be provided in person or via the telephone.**

**B. Client Assistance**

1. Are your clients provided the same degree of assistance with the completion of the Notice of Rights/Declination and Voter Registration forms as is provided with the completion of any other assistance application? If so, please describe the procedures to give the assistance they need.

**Yes, assistance in reading and completing the documents is provided.**

2. Describe the procedures established that ensure that agency staff are prevented from influencing a client's decision, sharing their political views and/or their party affiliation.

**Staff are trained to:**

- **Provide to each applicant who wishes to register to vote and who accepts assistance, the same degree of assistance in completing the voter registration application as the agency provides in completing its own forms.**
- **Maintain strict political neutrality and refrain from any partisan political statements.**
- **Keep confidential any information about a client relating to voter registration.**

3. Describe the procedures in place that ensure the confidentiality of the completed client registration forms.

**Staff are trained to keep confidential any information about a client relating to voter registration. Completed registration materials are stored in a secure area until transmitted to the County Board of Elections.**

4. Describe the complaint procedures for issues related to NVRA that is available to staff and clients.

**Clients and staff may contact the NVRA Coordinator to file a complaint. The NVRA Coordinator investigates and responds to complaints promptly.**

### C. NVRA Coordinator Responsibilities (R.C. 3503.10(A))

1. Describe how your NVRA Coordinator accomplishes the following responsibilities:

a. Develop a county NVRA plan

**The plan was developed after training provided by ODJFS and the Secretary of State's Office.**

b. Serve as Liaison (*between the ODJFS, the Secretary of State and the County Board of Elections*)

**The NVRA Coordinator serves as the liaison between these offices.**

c. Designate Agency Sites (If coordinator is responsible for multiple sites, the coordinator must compile and maintain a list of agency sites and employees who will provide voter registration opportunities. This list is to be submitted to the ODJFS, County Board of Elections and to the Secretary of State.)

**N/A**

d. Report to the Local Board of Elections

**Voter Registration materials are transmitted to the Board of Elections on a weekly basis.**

e. Order Supplies

**Supplies are ordered from ODJFS or are reproduced by the County JFS.**

f. Train Staff

**Staff training is conducted upon hire and annually.**

**D. Staff Training.** The coordinator must develop a training program and provide training materials for Site Coordinators, new employees and (at least annually) for current employees.

1. What is the process and schedule for training current and new employees about the National Voter Registration Act?

**Staff training is conducted upon hire and annually.**

2. How do you document that your staff has been trained?

**Staff sign off on the power point presentation. This document is stored in the employee's personnel file.**

### E. Processing Forms

1. How do you obtain and where do you store the Voter Registration and Notice of Rights/Declination forms?

**The forms are produced by the County JFS. Completed forms are stored in a secure area.**

Please attach the following documents:

- Notice of Rights/Declination Form(s)
- Agency Transmittal Form

2. Describe your process of retaining Declination Forms. Please include your policies and procedures for public records requests and client confidentiality.

**Declination forms are stored in a secure area. All public records requests are reviewed by the County Prosecutor's Office before a release or response is issued.**

3. How does your agency date stamp and submit Voter Registration and transmittal forms to the County Board of Elections within 5 days? Please include the name of the contact person at the County Board of Elections.

**Voter registration materials are date stamped with a stamp that does not identify JFS as the receiving agency. Completed forms are delivered to the Board of Elections weekly.**

**Jan Clair is the Director of the Lake County Board of Elections**

4. How do you ensure that mandated language is being used when providing clients the opportunity to register to vote? (The Voter Registration Form may not be changed in any way.) Agencies are encouraged to use the template provided for their Notice of Rights /Declination Form.

**The Notice of Rights /Declination Form template is utilized.**

#### **F. Other NVRA Issues (Optional)**

1. Are there any technological enhancements that aid voter registration at your agency?

**N/A**

2. Outline the voter registration goals for your agency.

**To fully comply with the NVRA and any applicable state laws.**

3. Have the agency staff been encouraged to increase their efforts to educate homeless clients and clients who are ex-offenders on their rights to register to vote?

**Staff are encouraged to assist all clients.**

4. How do you advertise or educate the public on voter registration services offered at the agency?

**The required posters are displayed in the agency lobby.**

5. Additional Information

<p><b>NVRA requires public assistance agencies to offer Voter Registration, but it is the Ohio Legislature that determined which programs are covered. You can offer Voter Registration to any client.</b></p>
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All Voter Registration plans should be sent to the:

**Jennifer Brunner, Secretary of State  
Voting Rights Institute  
Attn. Patricia Currie, NVRA Coordinator  
180 E. Broad St. 15th Floor  
Columbus, OH 43215**