# PART A, CHAPTER 3.4: VOTER REGISTRATION

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| **Policy Number** | **Authority** | **Scope**  | **Effective Date** |
| Part A, Chapter 3.4 | [National Voter Registration Act of 1993](https://www.justice.gov/crt/national-voter-registration-act-1993-nvra) and [Chapter 20 of the Texas Election Code](https://statutes.capitol.texas.gov/Docs/EL/htm/EL.20.htm) | All TWC-VR staff | 9/3/2024 |

## PURPOSE

In accordance with the authority (Federal and State) listed above, this policy is issued by the Texas Workforce Commission Vocational Rehabilitation Division (TWC-VR). Adherence to these rules and regulations issued under the Rehabilitation Act of 1973, as amended by Title IV of the Workforce Innovation and Opportunity Act (WIOA), supports Texans with disabilities in gaining, maintaining, and advancing in competitive integrated employment (CIE).

Specifically, the purpose of this policy and these procedures is to ensure TWC-VR customers are afforded their basic rights, including the opportunity to exercise their right to vote.

## DEFINITIONS

Informed Choice: The means by which a customer chooses their rehabilitation path, from options based on their needs and circumstances and the VR program's rules, as it relates to the right to vote and assistance with voter registration.

## POLICY

### General Overview

TWC-VR customers are afforded certain basic rights, including informed choice, which include the right to assistance with voter registration. TWC-VR is designated by the Secretary of State to provide voter registration services through its VR and Independent Living Services for Older Individuals Who Are Blind (OIB) programs. TWC-VR staff are required to offer customers an opportunity to register to vote when they apply for services or when they report a change of address.

### Prohibited Factors

TWC-VR staff are prohibited from the following:

* Influencing a customer's political preference or party registration;
* Displaying political preference or party affiliation;
* Making any statement or taking any action to discourage a customer from registering to vote; and
* Documenting in the case record any customer response or reaction to being given the opportunity to register to vote.

### Elections Division

TWC-VR staff must inform customers that they may contact the Texas Secretary of State Elections Division at any time to ask questions or file a complaint, and TWC-VR staff must provide the contact information:

**Elections Division**

Texas Secretary of State
P.O. Box 12060
Austin, Texas 78711-2060

Phone: (800) 252-VOTE (8683)
Email: elections@sos.texas.gov
Website: <https://www.votetexas.gov/>

## PROCEDURES

### Application for TWC-VR Services

During the application for services, TWC-VR staff must—

* Provide a Texas Voter Registration Application to customers of voting age. In Texas, an individual may register to vote when they are at least 17 years and 10 months old, if they will be 18 years of age on Election Day.
	+ Help the customer complete the Texas Voter Registration Application, if the customer requests assistance;
	+ Mail the completed application within five calendar days of receipt, unless the customer declines assistance. If the customer indicates they wish to submit the application themselves or take the blank application form, provide them the information for mailing directly to the voter registrar or submit the application online at <https://vrapp.sos.state.tx.us/>; and
	+ Document that voter registration services were provided to the customer by completing the Opportunity to Register to Vote page in RHW; or
	+ Complete *Opportunity to Register to Vote (VR1680)* and obtain the customer's signature in the event that RHW is unavailable. If the customer refuses to sign, TWC-VR staff will check the appropriate box. For additional information about completing this form, refer to Instructions for the *Opportunity to Register to Vote (VR1680INST)*.

### Change of Address

1. In-Person: When a customer reports a change of address in-person, TWC-VR staff must follow the procedure used for the application for voter registration above.
2. Remote: When a customer reports a change of address by phone, email, or other communication, TWC-VR staff are still required to follow the procedures for voter registration; however, obtaining the customer's signature on *VR1680* is not required*.*

TWC-VR staff must then—

* + Mail a Texas Voter Registration Application and *Texas Voter Registration Application Letter (VR1681)* to customers who are of voting age;
	+ Assist the customer with completing the Texas Voter Registration Application, if the customer requests assistance; and
	+ Document that voter registration services were provided to the customer by completing the Opportunity to Register to Vote page on the Personal Information page in RHW.

### Declination to Register

For customers not wishing to complete a voter registration application form, TWC-VR staff check the appropriate box in RHW. If the system is not available, complete *VR1680* and obtain the customer’s signature. If the customer refuses to sign, the TWC-VR staff member will check the appropriate box.

TWC-VR must preserve each declination for at least 22 months after the date of signing, in the customer's case file.

## APPROVALS & CONSULTATIONS

There are no approvals or consultations for this policy and these procedures.

**REVIEW**

The Policy Planning and Statewide Initiatives Team, or designee, is responsible for reviewing this policy and these procedures and will update the Document History log if necessary.

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| **Date** | **Type** | **Change Description** |
| 9/3/2024 | New | VRSM Policy and Procedure Rewrite |