

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



POLICY	
Department on Disability Services	Subject: Support for Voter Registration and Voting
Responsible Program or Office: Office of the Director	Policy Number: 2014-DDS-POL005
Date of Approval by the Director: August 27, 2014	Number of Pages: 3
Effective Date: September 23, 2014	Expiration Date, if Any: N/A
Supersedes Policy (Dated): N/A	
Cross References, Related Policies and Procedures, and Related Documents:	

1. PURPOSE

The purpose of this policy is to ensure that the Department on Disability Services (“DDS”), a designated voter registration agency, complies with the requirements of the National Voter Registration Act of 1993 (42 U.S.C. § 1973gg-5) and supports people with disabilities who receive supports and services from DDS to vote.

2. APPLICABILITY

The policy applies to the Developmental Disabilities Administration (DDA), the Rehabilitation Services Administration (RSA), and all DDA residential and day supports providers.

3. AUTHORITY

The authority and functions of the Department on Disability Services (“DDS”) are set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*), and D.C. Official Code § 7-761.07(c)-(d), which vest the DDS Director with legal authority to issue this policy.

4. POLICY

- A. It is the policy of DDS to distribute voter registration application forms, assist applicants in completing voter registration forms (unless the person refuses such assistance), and accept completed voter registration application forms for transmittal to the D.C. Board of Elections.
- B. It is the policy of DDS to support people with disabilities who receive supports and services from DDS to vote.

5. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director.

6. STANDARDS

- A. DDS shall comply with the National Voter Registration Act of 1993 (42 U.S.C. § 1973gg-5) and all corresponding guidelines and regulations.
- B. Each applicant for services or supports from DDA and/ or RSA, renewal of services, or upon address changes, shall be provided with a voter registration form (or a declination form) as well as assistance in completing the form. DDA shall forward the completed application to the D.C. Board of Elections.
 - a. With all mailed application forms, DDS shall include the D.C. mail-in Voter Registration Application (Attachment 1), except with regard to applicants who have in writing declined to register to vote.
 - b. At the person's initial Intake meeting, the DDA Intake and Eligibility Unit Service Coordinator or the RSA staff person who completes the person's intake application shall provide the person with the Voter Registration Application (Attachment 1), assist the person with completing it, if needed, and accept the completed voter registration application forms for transmittal to the D.C. Board of Elections.
 - c. If the person declines to register to vote, then the Intake and Eligibility Unit Service Coordinator or RSA staff person who completed the person's application shall assist the person to complete a Voter Registration Declination Form (Attachment 2).
 - d. Each year, at a person's Individual Support Plan meeting, the person's Service Coordinator shall provide the person with a voter registration form, assist the person with completing it, if applicable, and accept the completed voter registration application forms for transmittal to the D.C. Board of Elections. If the person has already registered to vote, the Service Coordinator shall assist the person with completing the Voter Registration Declination Form.

- e. The person's response (either registering to vote or declining) shall be entered into MCIS for DDA applicants, or System 7 for RSA applicants.
 - f. All completed Voter Registration and Declination forms from RSA shall be placed in the designated box in the RSA Quality Assurance Unit within 2 business days. RSA shall ensure that the forms are submitted to the D.C. Board of Elections within 5 business days. All completed Voter Registration and Declination forms from DDA shall be submitted to the staff assistant for the Intake Unit within 2 business days. DDA shall ensure that the forms are submitted to the D.C. Board of Elections within 5 business days.
- C. Should a person require assistance with completion of the Voter Registration forms, the level of assistance that DDS provides the person shall be the same degree of assistance that is provided with regard to the completion of other DDS forms. If the person refuses assistance, DDS shall document such refusal and comply with the person's wishes.
- D. A person's decision to register to vote or declining to register to vote is voluntary and has no impact on the supports or services provided by DDS.
- E. DDS shall keep all information regarding voter registration or declination confidential, except for voter registration purposes.
- F. At least annually, DDA shall share information with its residential and day providers reminding them of their obligation to assist the people they support who would like to vote in exercising their right to vote. Providers shall be prepared to share information about how a person can register to vote, find assigned polling places, as well as understand the impact of guardianship on voting. See Attachment 3, Sample Memorandum to Providers Re: Voting.
- G. All DDA Residential and Day Supports providers shall work with the people they support who would like to vote, to arrange transportation or any other supports that may be needed so that they can exercise their right to vote.



 Laura L. Nuss, Director

8/27/2014

 Date

Attachments

1. D.C. Voter Registration Application, also available on-line at:
http://www.dcboee.org/pdf_files/Mail_VRForm_HAVA2003.pdf.
2. Voter Registration or Declination Form/ Know Your Rights
3. Sample Memorandum to DDA Providers Re: Voting