

ADMINISTRATION POLICIES & PRACTICES WPPM #190-30

Subject: Local Agency Staffing Requirements

Item: National Voter Registration Act (NVRA) Training

PURPOSE:

To ensure that local agencies (LAs) require all LA staff to complete the required annual NVRA training in compliance with the National Voter Registration Act (NVRA) of 1993 and California law.

POLICY:

- I. LAs are Voter Registration Agencies per the NVRA, and must provide voter registration information and assistance to the public.
 - A. The LA must ensure that all WIC staff receive in-person or self-paced NVRA training:
 1. Once every twelve (12) months for existing staff.
 2. Within 3 months of hire for new staff.
 - B. The LA NVRA Coordinator is responsible for tracking and maintaining records of staff completions of the NVRA training. Refer to WPPM 700-06.

PROCEDURE(S):

- I. LA staff must use the NVRA training materials provided by CDPH/WIC, the Secretary of State (SOS), or materials developed by the LA based on the SOS requirements.
- II. The NVRA training must cover, at a minimum, the following topics:
 - A. When LA staff must offer voter registration to eligible WIC applicants/participants or family representative/caretaker.
 - B. How to ask the voter registration question and document appropriate responses on the “Family Information” screen in WIC Web Information System Exchange (WIC WISE).
 - C. The languages in which the optional Voter Preference Form (VPF) and Voter Registration Card (VRC) are available on the SOS website.
 1. Know how to access and download the VPF from the SOS website in appropriate languages, when applicable.
 - a. If a VPF is used, know how to enter the marked response into WIC WISE and to destroy or shred the VPF immediately.
 - b. The VPF can be given to the applicant/participant/family representative/caretaker if they want the information for filling a voter registration compliant.

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- D. When to offer the VRC.
- E. Providing assistance in completing the VRC.
 - 1. Be familiar with ways to assist with filling out the VRC upon request.
 - 2. Know when to mail the completed VRCs.
- F. Information about the role and responsibilities of a NVRA coordinator.
- III. The LA must maintain a record of staff's attendance or completion of NVRA training to include the following information:
 - A. Date(s) of training.
 - B. Training type, in-person or self-paced.
 - C. Attendance log with attendees' names for in-person training.

AUTHORITY:

[California Elections Code §§2400-2408](#)

CROSS REFERENCE:

WPPM 700-06 Guidelines for Implementing the NVRA

RESOURCES:

[Secretary of State's Training Materials](#)

[Voter Registration Agency Contact Roster](#)

[CDPH/WIC NVRA Training Materials](#)