NVRA and Mandatory Trainings

NVRA

All applicants for public assistance must be afforded the opportunity to register to vote or to update their voter registration. CSDJFS subrecipients must ensure all customers are provided this opportunity at the time of application and during any re-application for services. In addition to what CSDJFS directs during any training sessions, subrecipients must adhere to the following regarding voter registration:

- Post an NVRA notice in a publicly conspicuous place. NVRA posters may be obtained from the Ohio Secretary of State's website: **https://www.ohiosos.gov/**
- Offer the opportunity to register to vote as part of the application process.
- Assist any participant who wishes to register to vote in completing the registration form and ensure it is completed correctly.
- Date stamp each completed form, with a mark that does ***not*** identify the subrecipient agency.
- Complete the Declination/Notice of Rights form for those who do not wish to register or who are already registered and maintain a copy with the application.
    - The Declination form is ***not*** required when the customer has marked 'no' to the voter registration question on a CSDJFS program application for the subrecipient's services.
- Physically deliver all registration forms to the Summit County Board of Elections within five (5) days of completion, and send CSDJFS the Voter Registration Transmittal form monthly as required

Mandatory Training

In accordance with state and federal regulations, CSDJFS is required to administer annual Civil Rights training to all subrecipient staff that provide direct service to customers applying for or in receipt of benefits/services funded by CSDJFS.

Attendance at required trainings must be acknowledged by all subrecipient staff to whom it applies, and may include any of the following subjects:

- **Civil Rights / Voter Registration**
- **Limited English Proficiency (LEP)**
- **Equal Employment Opportunity**
- **USDA Food and Nutrition Service**
- **Americans with Disabilities Act Amendments Act (ADAAA)**

Specific instructions on how to access mandatory training (web-based or in person), required notices/posters for public display, and any other special guidance regarding Civil Rights / Voter Registration will be shared with subrecipients each program year.