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Reference Number: 535-10-DD

Title Document: National Voter Registration Act (Motor Voter)

Date of Issue: November 23, 1994  
Effective Date: January 1, 1995  
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Date of Last Revision: April 22, 2013 (REVISED)

Applicability: DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Coordination Providers

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**Purpose:**

The purpose of this directive is to establish guidelines and procedures that enable DSN Boards, Contracted Service Coordination Providers, and DDSN Regional Centers to function as voter registration locations for people with disabilities receiving or requesting services.

**Disabilities Agency Registration Provision**

The National Voter Registration Act (NVRA) and South Carolina Voter Registration Act of 1993 require that individuals be given the opportunity to register to vote (or change their voter registration data) in elections for federal office when applying for (or receiving) services or assistance at an office in the state that provides state-funded programs. This Act applies to agencies engaged in providing services to persons with disabilities.

Individuals must be provided this opportunity at the time of their application for services, when filing any renewal (interpreted as when someone has separated from DDSN Services and their file has been closed but is reapplying for services or *renewing* their services), or in the event there is a change of address form relating to such services.

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**DISTRICT I**

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

**DISTRICT II**

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

## **Implementation**

### 1. Designation of Coordinator.

To comply with the NVRA mandate, each DSN Board, contracted service coordination provider, and DDSN Regional Center must function as a voter registration location. Someone must be appointed to coordinate the Act's implementation at the local level. The duties of the coordinator will be to ensure an adequate supply of forms, monitor voter registration activities, train new employees, and resolve questions and problems that arise in coordination with state and local election officials and other agencies. This responsibility will be ongoing, but not full time. Each DDSN Regional Center, DSN Board, or contracted Service Coordination Agency Head must select one staff person to function in the role as local coordinator. The local coordinator will be responsible for teaching staff how to offer registration.

### 2. Designating appropriate staff to offer registration.

A. Executive Directors, contracted Qualified Intellectual Disability Professional (QIDP) Agency Heads and Facility Directors must designate which staff is appropriate to offer registration at the time of initial application for services.

1. For the DDSN Regional Centers, the Service Coordinator is suggested.

2. For Service Coordination Providers, the designated person for completing Intake is recommended to be the appropriate staff to offer voter registration when a person is applying for DDSN services/eligibility. If a person is already eligible for DDSN services, the person's Service Coordinator is suggested as the appropriate staff to offer registration should there be a change of address.

B. The local coordinator will teach staff how to offer registration.

### 3. Duties of staff related to these activities will be:

A. Offer adults with disabilities the opportunity to register to vote when applying for services, when filing any renewal for services or when there is a change of address explaining the process and the options to register or decline.

B. Assist adults with completing the voter registration form (supplied by and available through the SC Election Commission or also available in the DDSN Human Resources Office) and explain the nature of the form. The form must be signed by the person.

C. Provide a Voter Registration Declination form – Attachment A (supplied by and available through the SC Election Commission or also available in the DDSN Human Resources Office) and ask the adult to read the form, complete all

checkboxes necessary, and sign the form. Give the bottom tear away portion of the form to the adult.

- D. Enter the data on the CDSS.
  - E. Mail the form to the county voter registration office for final decision regarding registration.
4. Data from the CDSS regarding name, voting address and age will be transmitted to the state election commission via a connection through DSIT. Address changes will automatically be sent to the state election commission when they are entered on the CDSS.
  5. Each DDSN Regional Center or provider will keep voter registration forms for distribution but will not be responsible for recording or mailing the voter registration forms for anyone except those applying or eligible for services.
  6. Declinations to apply will be recorded and kept by the Agency in a confidential manner for one (1) year.
  7. Voter Registration information can be obtained from the SC Election Commission ([www.scvotes.org](http://www.scvotes.org)) or from the DDSN Director of Service Coordination and Plan development ([Imanos@ddsn.sc.gov](mailto:Imanos@ddsn.sc.gov)). Voter Registration Declination forms can be requested from the SC Election Commission or from the DDSN Human Resources Office.

## **REGISTRATION**

Determining if a person “would like to register or decline to register to vote” can be done by asking the person and having them check the appropriate box on the Voter Registration Declination form. Failure to check either box constitutes a declination to register. If the person declines to check a box they should be told “if you do not check either box, you will be considered to have decided not to register to vote at this time”. Make a note in the record (chart) of the offer and declination.

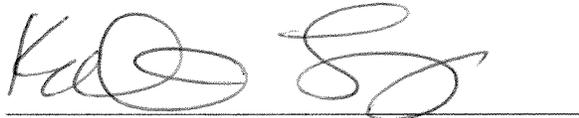
If a person needs assistance in completing the form, it can be offered and provided to the same degree of assistance given to complete other forms.

State law requires that each person who registers to vote must be:

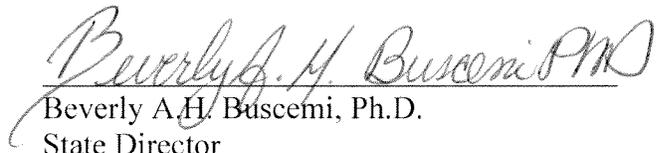
1. A citizen of the U.S.
2. A resident of the state, the county and precinct in which he/she registers.
3. At least 18 years old or will be 18 years old before the election in which he/she wishes to vote.

4. Not convicted of a felony or an offense against the election laws.
5. Not under a court order declaring the individual mentally incompetent.

The final requirement for people with a disability is that when presenting oneself to vote, that person must be capable of asking for assistance with the voting process. Assistance can be given by the people in the voting place, but not by staff of DSN Boards, contracted providers or DDSN Regional Centers.



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***To access the following attachments, please see the agency website page "Attachments to Directives" under this directive number.***

RELATED FORM: SEC Form 2030-201004 Declination to Register to Vote