

**APPENDIX F****WORKER RESPONSIBILITIES**

1. Complete NVRA training prior to their first assignment to work with clients. They shall complete NVRA refresher training every six months.
2. Provide a voter registration application (R-28-05) and a declination form at any point a client engages in an application, recertification, or reports a change of address.
3. Provide the red “What happens next card” when a client indicates that they would like to complete a voter registration application. This card informs the client how to fill out the application and how long it will take for their voter registration to be completed. The card also tells the client what to do if they do not receive notification of their registration. The Worker must advise the client that this is an application for voter registration, not a voter registration card.
4. Ensure that no action stated or implied can be interpreted to mean that the client’s decision to complete the voter registration application or declination form could affect the availability of benefits or services.
5. Provide the same quality of assistance to complete the voter registration application as with any other agency form or service while ensuring that no political party preference is conveyed to the customer.
6. Accept completed voter registration applications, declination forms and any uncompleted forms that the client does not use. The Worker shall review all completed forms to ensure all required fields are completed prior to submitting them to the County NVRA Coordinator. The Worker shall assist the customer to complete any incomplete forms when requested by the customer.
7. Provide a maximum of four mail-in voter registration application forms for use by other household adults, when requested by the customer. When the client requests more than four applications, the Worker shall make available the contact information to the Secretary of State’s Office. They may contact the elections division staff at (304) 558-6000 or 1-866-767-8683 or by e-mail at [http://www.wvsos.com/elections/publications/MV\\_Guide.pdf](http://www.wvsos.com/elections/publications/MV_Guide.pdf).