

Action Request Transmittal

Office of Self-Sufficiency Programs



Mike McCormick

Authorized signature

Number: SS-AR-21-005

Issue date: 9/20/2021

Topic: Other

Due date:

Subject: Voter Registration Cards in OregONEligibility system

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Type B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action: Voter registration cards have been incorrectly uploaded into the OregONEligibility system in some offices. Hard copies of uploaded voter registration cards were also incorrectly forwarded to the IRMS for archiving.

Please note: Voter registration cards are not part of the eligibility process and should never be uploaded into the OregONEligibility system. Completed voter registration cards must be sent to the County Elections offices in the designated envelopes within five (5) calendar day of receipt.

Action required:

Local staff identifying a voter registration task in the OregONEligibility system should do the following:

1. Print the registration(s) in question.
2. Mail the registration(s) to the appropriate County Elections offices in their area using the designated envelopes for voter registration cards.
3. Send an email to [Incident 3739 37 Voter Reg Team](#) that includes the Task ID Number of the voter registration card in the body. If the Task ID is not available,

please email the OregONEligibility system Document ID.

4. Mark the task as complete in OregONEligibility system.
5. Local staff should not submit CA tickets for scanned Voter Registration cards, as this will be submitted later in the process by the Voter Reg team.

The Voter Registration (VR) Team at ODHS Central Office will submit the ticket information to have the records removed from the OregONEligibility system.

Field/stakeholder review: Yes No

If yes, reviewed by: IRMS, ODHS

If you have any questions about this action request, contact:

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