

Leona Gildersleeve

**Authorized Signature**

**Number:** SS-IM-04-036

**Issue Date:** 10/21/2004

**Topic:** Other

**Subject:** Voter Registration Reminder on TRACS Narration Template

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors       |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                      |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:** We apologize for the tardiness in this message being distributed.

**Audience:** Branch staff who narrate in TRACS.

**Subject:** On 10/18/04 a reminder phrase was added to the TRACS “appl reapply narrative” template – “Reminder to explain to client about Voter Registration (MSC 0503).” The phrase appears between “ALTERNATE FORMAT/LANGUAGE” and “EXPEDITED FS SERVICE (Y/N REASON).”

This addition is intended as another tool to prompt the worker to ask this question.

Workers who use the WordPerfect or Word format before transferring to TRACS, must add this reminder phrase to their Word or WordPerfect template file – “Reminder to explain to client about Voter Registration (MSC 0503).” The phrase appears between “ALTERNATE FORMAT/LANGUAGE” and “EXPEDITED FS SERVICE (Y/N & REASON).”

*If you have any questions about this information, contact:*

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