EXHIBIT 4
INCOME SUPPORT DIVISION
INTRADEPARTMENTAL MEMORANDUM

ISD – GI 08 – 37
DATE: September 5, 2008

TO: ISD Staff
FROM: Ted Roth, Deputy Director
Income Support Division

SUBJECT: National Voter Registration Act

Please note that ISD’s duties under the National Voter Registration Act are year-long. To be eligible to vote in the November 4, 2008 election, individuals must register 28 days before the election, or by October 7, 2008. If a person registers to vote at an ISD county office, the appropriate county clerks must accept for filing any voter registration form accepted by the ISD office no later than October 7, 2008. Similarly, if someone prefers to mail in their voter registration form to their county clerk, their voter registration form must be postmarked by October 7, 2008, in order to complete their registration for the next general election. Section 1-4-5.2 NMSA 1978.

We also wish to remind you to review and follow ISD GI 08-01! We stress that you continue the following in your voter registration activities:

- Make sure that blank voter registration forms are available in the lobby for clients (and non-clients) who may request them. Unless it is refused, provide the same degree of assistance with completion of voter registration forms as we provide in completion of other agency forms, including bilingual assistance if necessary.

- Offer the opportunity to register to vote to each client at the time of their original application for services, recertification, renewal or change of address and provide the client with a declination (or “preference”) form and ask them to complete it. In other words, make sure you ask if the client wishes to register to vote in addition to providing the declination/preference form.
Declination/preference forms must be placed in the client’s case file where they will be kept for at least 22 months or, if part of an application, for the longer period of time applicable to ISD applications. Use the declination forms prescribed by the Secretary of State’s Office unless the client has already been issued one of the following forms that already include the declination language: ISD 100 (in English or Spanish) (revised 6/20/08), Food Stamp Application (ISD 103 or ISD 103SP) (revised 2/17/06), Application for Assistance for People 60 or Older or Disabled Individuals (ISD 102 or ISD 102SP) (revised 01/18/06), or Recertification for Cash Assistance, Food Stamps and Children’s & Family Medicaid (ISD 122 in English or Spanish) (revised 6/23/06).

Please ensure this information is reviewed with the office staff. If you have questions, please contact Vida Tapia-Sanchez at 827-7219 or e-mail at vida.tapia-sanchez@state.nm.us.