

## EXHIBIT 2

**Roth, Ted S., HSD**

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**From:** Roth, Ted S., HSD  
**Sent:** Friday, September 11, 2009 11:49 AM  
**To:** Delgado, Albert, HSD; Salazar, Cindy M., HSD; Almanzar, Lorelei A., HSD; Espinosa, Rita, HSD; Horner, Van, HSD  
**Cc:** Nelson, Helen P., HSD; Rogers, Michael E., HSD; Kudza, Sarah M., HSD; Tapia-Sanchez, Vida B., HSD  
**Subject:** NVRA  
**Importance:** High  
**Attachments:** ISD-GI 08-01 NVRA.pdf; ISD-GI 08-37 NVRA.pdf

**ROMs**

Please ensure this attached GI's are discussed (and training on forms/procedures) at your field offices during their next Staff and/or Unit meetings as a priority. As you know, this is an important and required aspect of our job.

- Offices need to be reminded that voter registration must be offered at each recertification, application and change of address.
- While we have now been able to include the declination form in our applications we still have the responsibility
  - to ensure voter registration to all clients at these three contact points (application, recert, and address change),
  - review/screen the NVRA section of the application and recertification form each time this is submitted by a applicant/recipient
  - clearly annotate in the case file and on the site coordinator log we have provided the applicant /recipient a registration form to those interested (this may be annotated on the application form or narrative)
  - for change of address we have offered to opportunity to register to vote and a registration form if requested (this may be annotated on the change report form or narrative)
- The ISD responsibility for providing opportunity to register to vote is not restricted to only those applying for or receiving benefits, but any person coming into our offices and makes a request of any employee they would like to register
- Supervisors and case readers should be periodically reviewing this (it only takes a second to do)
- Site coordinators as indicated in this GI have specific functions/responsibilities we need to ensure are happening including the training of all staff on a regular basis if necessary and ensuring new staff are appropriately trained.
- Also make sure the posters are prominently displayed in the offices for anyone to see that visits our offices

Please email Helen and myself confirmation the status of each office in your region is in compliance with this email, training, posters and procedures as soon as this is completed for the region no later than October 1.

I have also talked to QIS to include NVRA as part of ME office evaluations, case reviews, staff interviews and client interviews

If you have questions, please let me know. It is very important we continue to remain in compliance with NVRA

Thank you



ISD-GI 08-01 NVRA.pdf (1 MB)  
ISD-GI 08-37 NVRA.pdf (311 KB)..

**Ted Roth, Deputy Director**  
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