

**STANDARD OPERATING PROCEDURE
VOTER REGISTRATION
ECONOMIC ASSISTANCE / MEDICAID AND LONG-TERM CARE
ELIGIBILITY TEAM**

SOP

STANDARD OPERATING
PROCEDURES

1	Paper Application Requested:	<p>When a paper application, renewal, review, recertification form is requested. We must ask, "If you are not registered to vote where you live now, would you like to apply to register to vote?"</p> <p>If the individual replies "yes" or does not respond to the question or the question is left blank, we must offer the link to register online: https://www.nebraska.gov/apps-sos-voter-registration/ or, we must provide a paper Voter Registration form. A printable PDF version is available: https://sos.nebraska.gov/elec/pdf/vrfillable.pdf</p> <p>Narrate: Individual's Response to Voter Registration offer, Action Taken.</p>
2	Telephone Application / Telephone Renewal / Telephone Recertification Completion:	<p>Currently, there is a question that appears on electronic/phone applications/renewals as follows:</p> <p style="text-align: center;">Your application has been submitted.</p> <p style="text-align: center;">This is your Confirmation Number: XXXXXXXXXX</p> <p style="text-align: center;">This is the Electronic Signature for your application: XXXXXXXXX</p> <p>View/Print Application – View or Print this Application.</p> <p>Required Documents – List of required documents</p> <p>Release of Information – Release of Information</p> <p>Voter Registration Form – If you are not registered to vote where you live and would like to register, you can print a Voter Registration Form.</p> <p>We must ask the individual "If you are not registered to vote where you live and would you like to register?"</p> <p>If the individual replies "yes" or does not respond to the question or the question is left blank, we must offer the link to register online: https://www.nebraska.gov/apps-sos-voter-registration/ or, we must provide a paper Voter Registration form. A printable PDF version is available: https://sos.nebraska.gov/elec/pdf/vrfillable.pdf</p> <p>Narrate: Individual's Response to Voter Registration offer, Action Taken.</p>
3	Review/Recert Application Received and No Interview is Required:	<p>If the individual replies "yes" or does not respond to the question or the question is left blank, we must offer the link to register online: https://www.nebraska.gov/apps-sos-voter-registration/ or, we must provide a paper Voter Registration form. A printable PDF version is available: https://sos.nebraska.gov/elec/pdf/vrfillable.pdf</p> <p>Narrate: Individual's response to Voter Registration question, Action Taken.</p>
4	Change of Address by Telephone:	<p>When a change of address is reported in person or by telephone, we must ask the individual, "If you are not registered to vote where you live and would you like to register?"</p> <p>If the individual replies "yes", we must offer the link to register online: https://www.nebraska.gov/apps-sos-voter-registration/ or, we must provide a paper Voter Registration form. A printable PDF version is available: https://sos.nebraska.gov/elec/pdf/vrfillable.pdf</p> <p>Narrate: Individual's Response to Voter Registration offer, Action Taken.</p>

5	If Voter Registration form is received in ANDI or Local Office	If the original Voter Registration form is received in the ANDI or Local office. Do not scan. Mail the original form to the Nebraska County Election Office associated with that address. See: https://sos.nebraska.gov/elec/clerks.html
6	Medicaid Only: What to do when the individual answers 'No':	The individual is considered to have declined the opportunity to register to vote at that time. The signing and dating of the Medicaid application by the individual will verify that the applicant has been given the opportunity to register to vote and has declined. For additional information, please refer to 477-000-061- Voter Registration Requirements .
7	Medicaid Only: What to do when a Federally Facilitated Marketplace (FFM) Application is received:	Since the Voter Registration question is not asked on the FFM application, staff must send out voter registration information by offering the link to register online: https://www.nebraska.gov/apps-sos-voter-registration/ or we must provide a paper Voter Registration form. A printable PDF version is available: https://sos.nebraska.gov/elec/pdf/vrfillable.pdf Follow the process outlined in step #5 above if the voter registration form is received.