

**GENERAL INFORMATION SYSTEM**  
**Center for Employment & Economic Supports**

June 30, 2011

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**TO:** Commissioners, TA Directors, FS Directors, WMS Coordinators, HEAP Coordinators,  
Staff Development Coordinators

**FROM:** Russell Sykes, Deputy Commissioner, Center for Employment & Economic Supports

**SUBJECT:** Social Services District Responsibility for Submission of Voter Registration  
Forms Received via Electronically Submitted Applications

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Temporary Assistance Bureau (518)-474-9344

The purpose of the message is to reiterate to social services districts their role in the submission of Voter Registration Forms when the applicant submits an electronic application (and recertification/change when available) through myBenefits.

The Board of Elections Law requires an original signature on the Voter Registration Form. Therefore, when an applicant submits an application electronically, the Voter Registration Form from myBenefits instructs the applicant to print, sign, and send this completed form to either the social services district or the County Board of Elections.

If the applicant signs and prints the Voter Registration Form and sends it to the social services district, the district must include that completed form in its statistical count, batch it and forward it to their Board of Elections. Districts must address any unsigned forms in the prescribed manner used for dealing with any other unsigned Voter Registration Form.

However, if the applicant sends the Voter Registration Form directly to the local Board of Elections, the district **must not print a copy** of the form from the Application Summary PDF or **forward it to their local** Board of Elections, **or report it as part of the district's statistics.**