



COMMISSIONER
Jon Weizenbaum

Memorandum

To: Community Services Regional Directors
Community Services Program Managers

From: Lisa Akers-Owen
Section Manager
Community Services and Program Operations

Subject: Voter Registration Policy Revision

Issuance Date: November 15, 2013 CSPO 13-11-001

Effective Date: December 2, 2013

This memorandum applies to Community Based Alternatives (CBA), Medically Dependent Children Program (MDCP) and Community Care for Aged and Disabled (CCAD) program.

This memorandum revises voter registration policy by requiring DADS staff to inform individuals being offered an opportunity to register to vote of the option to request a ballot by mail if eligible.

When DADS staff offers individuals the opportunity to register to vote, as required by the National Voter Registration Act, they must now inform individuals of the option of requesting a ballot by mail. Individuals may request a ballot by mail if they are:

- out of the county during early voting and on Election Day;
- age 65 or older;
- sick or disabled; or
- confined to jail.

He or she can print [an application for a ballot by mail](#) (PDF) from the Texas Secretary of State website and mail it to the [Early Voting Clerk](#). DADS staff must also provide assistance in completing any form while an individual is registering to vote as prescribed in current voter registration policy.

If you have any questions regarding this memorandum, your regional representative may contact Ginny Grote at 512-438-4208.

LAO:cw