

IN THE UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MISSOURI
CENTRAL DIVISION

ASSOCIATION OF COMMUNITY)
ORGANIZATIONS FOR)
REFORM NOW, et al.,)
)
Plaintiffs,)
)
v.)
)
SCOTT, et al.,)
)
Defendants.)

Case No.08-04084-CV-C-NKL

DEPARTMENT OF SOCIAL SERVICES PLAN FOR COMPLIANCE

As directed in paragraph 3 of the Court's preliminary injunction order, Defendants Scott and Luck are providing their monitoring plan to the Court and to Plaintiffs. The monitoring plan is set forth below. A copy of the voter registration log that will be used in local offices is attached to the plan.

A spreadsheet identifying the person in each local office responsible for gathering data about NVRA compliance and enforcement of DSS' NVRA policy is attached in response to paragraph 4 of the Court's preliminary injunction order. Robert Hall will be the person at the Family Support Division's main office who will be responsible for gathering data about NVRA compliance and for enforcing DSS' NVRA policy.

NVRA MONITORING PLAN

The receptionist in each local office will keep a log of all persons who come into the office for one of the following reasons:

- apply for benefits,

- complete reinvestigations,
- report changes of address, and
- register to vote only.

This information will be recorded using a data collection tool.

If the individual is in the office to register to vote only, the receptionist will give the individual a voter registration card and offer to assist him/her with completing the form. If the individual is in the office to apply for benefits, complete a reinvestigation, or report a change of address, the individual will be seen by an eligibility specialist (ES).

The ES will ask the individual, who is in the office for any of the activities above, if s/he wishes to register to vote and will offer the individual assistance in completing the form.

There are three boxes listed on the voter registration form; "no", "no, already registered", and "yes".

- If the individual declines to mark any box, the ES will record on the declination form the individual's name, date of birth, the fact that s/he declined voter registration services, the date, and the ES will sign the form.
- If the individual marks the box "no" or "no, already registered" and signs the form, the ES will record on the form the date and the individual's date of birth.

- If the individual marks the box "no" or "no, already registered" and does not sign the form, the ES will record on the form the date, the individual's name, and date of birth.

When the ES has finished conducting business with the individual, the ES will give the voter registration card to the staff in the local county office designated to handle the completed forms. This staff person will log all cards received by recording the date, individual's name, date of birth, and whether the individual marked "yes"; "no"; "no, already registered"; or declined to declare. If the individual marked "yes" and completed the application for voter registration, the staff person will make a copy of the voter registration card.

Copies of the voter registration application and the original declination cards will be filed by month in a central file, designated for that purpose and retained for a period of twenty-four months.

Designated county staff, under the direction of the local NVRA Coordinator, will continue to submit the voter registration applications to the County Clerk's office or the nearest election authority within the county within 5 days.

At least weekly, local office staff will reconcile the reception log with the voter registration log to ensure that the number of cards are equal to the total number of applications, reinvestigations, changes of address, or individuals who wished only to register to vote. This information will be reported to the local NVRA Coordinator.

If it is found that an individual was not given the opportunity to register to vote, county staff, under the direction of the local NVRA Coordinator, will immediately send a letter and voter registration card to the individual, offering him/her the opportunity to register to vote. A copy of the letter/card will be maintained in the central file.

The local offices will submit information from the voter registration logs and provide data collected on the number of persons in each office to apply for benefits, complete a reinvestigation, report a change of address, or only to register to vote, to the statewide NVRA Coordinator for review and monitoring. This information will be submitted each month. The statewide NVRA Coordinator will monitor the compliance of all offices with voter registration policy and will be in contact with any county whose numbers are indicating there may be a problem.

The local NVRA Coordinator will report any discrepancies in compliance to the statewide NVRA Coordinator. The local NVRA Coordinator will work with the county management staff to determine the source of the problem and develop an appropriate corrective action plan. The local NVRA Coordinator and the statewide NVRA coordinator will monitor the implementation of the corrective action plan.

The statewide NVRA Coordinator will be responsible for monitoring the supply of voter registration forms. The FSD has ordered 750,000 voter registration cards from the Secretary of State's office. A supply of the forms will be distributed to the FSD offices throughout the state and the remainder distributed when the local offices' supplies need to be replenished. The local NVRA Coordinators are responsible for monitoring the local supply of voter registration forms

in their respective offices. When a threshold level is reached, the designated staff member, under the direction of the local NVRA Coordinator will reorder the voter registration forms from the warehouse following normal procedures. The statewide NVRA Coordinator will check with the warehouse on at least a monthly basis to determine how many forms are left and order a new supply of forms from the Secretary of State's Office when the supply reaches a threshold level of 200,000 forms. The number of forms ordered and the threshold levels may need to be adjusted based on anticipated need, experience and whether there is an anticipated need for more forms due to an upcoming election.

Respectfully submitted,

JEREMIAH W. (JAY) NIXON
Attorney General

/s/ Emily A. Dodge
EMILY A. DODGE
Assistant Attorney General
Missouri Bar No. 53914

ATTORNEYS FOR DEFENDANTS
SCOTT AND LUCK

CERTIFICATE OF SERVICE

I hereby certify that on July 30, 2008, the foregoing was filed electronically with the Clerk of Court to be served by operation of the Court's electronic filing system upon the following: Arthur Benson, Jamie Kathryn Lansford, John M. Nonna, Michael Payne, Mayer S. Klein, Bradley A. Constance, David Raymond, Richard J. Cairns, Brian W. Mellor, Jon M. Greenbaum and Robert A. Kengle

I hereby certify that on July 30, 2008, the foregoing was sent by electronic mail to the following non-participants in Electronic Case Filing:

Charles Renner
charles.renner@huschblackwell.com

Allegra Chapman
achapman@demos.org

Teresa James
electioncounsel2@projectvote.org

Brenda Wright
bw@nvri.org

Carlean Ponder
cponder@lawyerscommittee.com

/s/ Emily A. Dodge
Assistant Attorney General

NVRA Coordinator Log

| Name | Position Title | Region | County | Address |
|---------------------|----------------|--------|----------------|---|
| 1 Laurie Findling | FSE Supervisor | NE | Adair | 1612 N Osteopathy PO Box 670 Kirksville, MO 63601 |
| 2 Rebecca Hagen | County Manager | NW | Andrew | 12797 State Rte E, Ste 2, Savannah, MO 64485 |
| 3 Dana Thompson | County Manager | NW | Atchison | 101 Grant St, Rock Port, MO 64482 |
| 4 Andrea Brown | FSE Supervisor | NE | Audrain | 3626-A South Clark, PO Box 129, Mexico, MO 65265-0129 |
| 5 Kelly Cullers | County Manager | SW | Barry | 208 E 8th St, Cassville, MO 65625 |
| 6 Chris Tannlund | County Manager | SW | Barton | 501 W 13th St, Lamar, MO 64759 |
| 7 Thoresa Conner | FSE Supervisor | SW | Bates | 4 West Ohio St, Butler, MO 64730 |
| 8 Staci Cate | FSE Supervisor | SW | Benton | PO Box 126, Warsaw, MO 65355 |
| 9 Julie Swoboda | FSE Supervisor | SE | Bollinger | 602 Hwy 34 West, Marble Hill, MO 63764 |
| 10 Jennifer Roberts | County Manager | NE | Boone | 1500 Vandiver Dr, Ste 103, Columbia, MO 65202 |
| 11 Sokeya Johnson | County Manager | NW | Buchanan | 525 Jule St, Room 127, St. Joseph, MO 64501 |
| 12 Dan Darmbach | FSE Supervisor | SE | Butler | PO Box 8, Poplar Bluff, MO 63902 |
| 13 Carla Webb | County Manager | NW | Caldwell | PO Box 8, Hamilton, MO 64644 |
| 14 Debbie Hazlett | FSE Supervisor | NE | Callaway | 108 North Hospital Dr, Fulton, MO 65251-2531 |
| 15 Brenda Nash | FSE Supervisor | SW | Camden | 146 Rodeo Rd, Camden, MO 65020 |
| 16 Geneva Allen | FSE Supervisor | SE | Cape Girardeau | 220 N Fountain, Cape Girardeau, MO 63701 |
| 17 Rita Wilson | County Manager | NW | Carroll | 1303 N 65 Hwy, Carrollton, MO 64601 |
| 18 Shirley Burke | FSE Supervisor | SE | Carter | HCR 02 Box 2270, Van Buren, MO 63965 |

NVRA Coordinator Log

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|----|--------------------|----------------|----|----------------|--|
| 19 | Pat Ninner | County Manager | NW | Cass | 2500 E. Mechanic, Harrisonville, MO 64701 |
| 20 | Paula Routh | FSE Supervisor | SW | Cedar | PO Box 200, Stockton, MO 65785 |
| 21 | Patn Pope | County Manager | NW | Chariton | 121 E Jackson, Keyesville, MO 65261 |
| 22 | Cathy Crosslin | FSE Supervisor | SW | Christian | 4715 Towne Centre Dr, Ozark, MO 65721 |
| 23 | Beverly Yates | FSE Supervisor | NE | Clark | 320 West Main, Katoka, MO 63445 |
| 24 | Cindy Mason | County Manager | KC | Clay Main | 7000 Liberty Dr, Liberty, MO 64068 |
| 25 | Carolyn Carmichael | FSE Supervisor | KC | Clay Northland | 3100 NE 83rd St, Ste 2800, Kansas City, MO 64119 |
| 26 | Rebecca Hagen | County Manager | NW | Clinton | 108 Bush St, Plattsburg, MO 64477 |
| 27 | Grant Chapman | FSE Supervisor | NE | Cole | 1716 Four Season Dr, Jefferson City, MO 65101 |
| 28 | Terrie Woodsmall | FSE Supervisor | NW | Cooper | 409 High St, Boonville, MO 65233 |
| 29 | Cheri Livesay | FSE Supervisor | SE | Crawford | PO Box 310, Steelville, MO 65565 |
| 30 | Jim Baldwin | FSE Supervisor | SW | Dade | 105 S. Grand, PO Box 27, Greenfield, MO 65661 |
| 31 | Weston Bernby | County Manager | SW | Dallas | PO Box 415, Buffalo, MO 65622 |
| 32 | Debbie Heldenbrand | County Manager | NW | Daviss | 201 Ash St, Gallatin, MO 64640 |
| 33 | Carla Webb | County Manager | NW | DeKalb | PO Box 440, Maysville, MO 64469 |
| 34 | Shelley Smith | FSE Supervisor | SE | Dent | 800 W Scenic Rivers Blvd, Salem, MO 65560 |
| 35 | Nancy Horton | FSE Supervisor | SW | Douglas | PO Box 187, Ava, MO 65608 |

NVRA Coordinator Log

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|----|--------------------|--------------------------------|----|---------------------|---|
| 36 | Shella Cooper | FSE Supervisor | SE | Dunklin | 1100 Hwy 25 S Bypass, Ste 1, PO Box 649, Kennett, MO 63857 |
| 37 | Karen Rothschild | FSE Supervisor | NE | Franklin | PO Box 930, Union, MO 63084 |
| 38 | Francine Spinks | FSE Supervisor | NE | Gasconade | 1008 Hwy 28 West, Owensville, MO 65066 |
| 39 | Bonnie Walker | County Manager | NW | Gentry | 504 East Hwy 136, Albany, MO 64402 |
| 40 | Craig Bryson | FSE Supervisor | SW | Greene | 101 Park Central Square, Springfield, MO 65806 |
| 41 | Debbie Heldenbrand | County Manager | NW | Grundy | 2926 Oklahoma Ave, Trenton, MO 64683 |
| 42 | Bonnie Walker | County Manager | NW | Harrison | 2403 Vandivert St, Bethany, MO 64424 |
| 43 | Peggy Arthur | FSE Supervisor | SW | Henry | 1661 N 2nd St, Clinton, MO 64735 |
| 44 | Pauline Ownby | FSE Supervisor | SW | Hickory | Dallas & Oak Sts, PO Box 186, Hermitage, MO 65668 |
| 45 | Dana Thompson | County Manager | NW | Holt | 1423 State St, PO Box 216, Mound City, MO 64470 |
| 46 | Margaret Stallman | County Manager | NE | Howard | 103 Furr St, Fayette, MO 65248 |
| 47 | Linda Elam | County Manager | SE | Howell | 3415 Division Dr, West Plains, MO 65775 |
| 48 | Lisa Crooker | FSE Supervisor | SE | Iron | PO Box, 202 Park Dr, Ironton, MO 63650 |
| 49 | Robin Leikam | Eligibility Program Manager | KC | Jackson Downtown | 615 East 13th St, Kansas City, MO 64106 |
| 50 | Marilyn Munckton | FSE Supervisor | KC | Jackson East | 201 East Partridge, Independence, MO 64055 |
| 51 | Stephanie Fowler | Eligibility Program Manager | KC | Jackson Midtown | 4900 Swope Parkway, Kansas City, MO 64130 |

NVRA Coordinator Log

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|----|--------------------|-----------------------------|----|---------------|---|
| 52 | Barbara McDaniel | Eligibility Program Manager | KC | Jackson South | 6801-B Longview Rd, Kansas City, MO 64134 |
| 53 | Kent Shallenbarger | County Manager | SW | Jasper | 601 Commercial, Joplin, MO 64801 |
| 54 | Steve Klein | FSE Supervisor | SL | Jefferson | 3675 West Outer Rd, PO Box 626, Arnold, MO 63010-0626 |
| 55 | Mark Ferrell | FSE Supervisor | SL | Arnold | 10325 Hwy 24, PO Box 1088, Hillsboro, MO 63050-1088 |
| 56 | Paula Tyler | FSE Supervisor | NW | Hillsboro | 505B Ridgeview Dr, Warrensburg, MO 64093 |
| 57 | Beverly Yates | FSE Supervisor | NE | Johnson | 101 W Monticello, PO Box 147, Edina, MO 63537 |
| 58 | Anita Huddgens | FSE Supervisor | SW | Knox | 2639 S. Jefferson Lebanon, MO 65536 |
| 59 | Iva Eggert | FSE Supervisor | NW | Laclede | PO Box 370, Lexington, MO 64067 |
| 60 | Lori Gold | FSE Supervisor | SW | Latayette | 1419 E. Church St, PO Box 528, Aurora, MO 65605 |
| 61 | Teresa Yager | County Manager | NE | Lawrence | PO 66, Monticello, MO 63457 |
| 62 | Alex Daskalakis | FSE Supervisor | NE | Lewis | 384 N Lincoln Dr, PO Box 318, Troy, MO 63379 |
| 63 | Freda Clark | FSE Supervisor | NW | Lincoln | 103 Forest Dr, Brookfield, MO 64628 |
| 64 | Rita Wilson | County Manager | NW | Linn | 601 W Mohawk Rd, Ste B, Chillicothe, MO 64801 |
| 65 | Vicki Barnett | County Manager | NW | Livingston | PO Box 469, 1716-B Prospect Dr, Macon, MO 63552 |
| 66 | Rebecca Toppins | FSE Supervisor | SE | Macon | 413 Burris St, Fredericktown, MO 63645 |
| 67 | James Kreisler | FSE Supervisor | SE | Madison | 205 Highway 63 S, Vienna, MO 65582 |

NVRA Coordinator Log

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|----|---------------------------|----------------|----|-------------|---|
| 68 | Tajesa Yager | County Manager | NE | Marion | 3055 Holman Dr, Hannibal, MO 63401 |
| 69 | Tisha Bowman | FSE Supervisor | SW | McDonald | 929 N Hwy 71, PO Box 500, Anderson, MO 64831 |
| 70 | Bohnie Walker | County Manager | NW | Mercer | 501 W Main, Princeton, MO 64673 |
| 71 | Shelle Bledsoe | FSE Supervisor | SW | Miller | 6 Industrial Dr, Eldon, MO 65026 |
| 72 | Nada Scruggs | County Manager | SE | Mississippi | 718 N Martin St, East Prairie, MO 63845 |
| 73 | Melody Webb | FSE Supervisor | SW | Monteau | 104 N Gerhart Rd, California, MO 65018 |
| 74 | Gloria Olson | County Manager | NE | Monroe | 315 N Washington St, Paris, MO 65275 |
| 75 | Francine Spinks | FSE Supervisor | NE | Montgomery | 501 Niedergerke Dr, Montgomery City, MO 63361 |
| 76 | Lynn Wehmeier | FSE Supervisor | SW | Morgan | 703 North Monroe, Versailles, MO 65084 |
| 77 | Nada Scruggs | County Manager | SE | New Madrid | 350 US Hwy 61 S, PO Box 340, New Madrid, MO 63869 |
| 78 | Jerry Andrews | FSE Supervisor | SW | Newton | 201 Washington, PO Box 757, Neosho, MO 64850 |
| 79 | Leslie Finney | County Manager | NW | Nodaway | 301 East Summit Dr, Maryville, MO 64468 |
| 80 | Vicki McChae | FSE Supervisor | SE | Oregon | HO64 Box 125, Alton, MO 65606 |
| 81 | Patrick Caldwell | FSE Supervisor | NE | Osage | 925 Main, PO Box 1036, Linn, MO 65051 |
| 82 | Frances (Athena) Merriman | FSE Supervisor | SW | Ozark | PO Box 717, Gainesville, MO 65655 |
| 83 | Lettita Fritz | FSE Supervisor | SE | Perriscot | 911 Hwy 84, PO Box 999, Caruthersville, MO 63830 |
| 84 | Pamela Stamps | FSE Supervisor | SE | Perry | 300A Perry Plaza, Perryville, MO 63775 |

NVRA Coordinator Log

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|----|-----------------------|----------------|----|----------|--|
| 85 | Dorothy Herndon | FSE Supervisor | NW | Pettis | 808 Westwood Dr, Sedalia, MO 65301 |
| 86 | Patricia Lane | FSE Supervisor | SE | Phelps | 1111 Kingshighway, Ste A, Rolla, MO 65401 |
| 87 | Katherine Branstetter | FSE Supervisor | NE | Pike | 1610 Business Hwy 54 W, Bowling Green, MO 63334 |
| 88 | Debbie Reynolds | FSE Supervisor | KC | Platte | 23 Marshall Rd, Platte City, MO 64079 |
| 89 | Esia Murray | FSE Supervisor | SW | Polk | 2110 S Springfield, PO Box 669, Bolivar, MO 65613 |
| 90 | Glenda Blanchard | FSE Supervisor | SE | Pulaski | 712 Historic 66 West, Waynesville, MO 65583 |
| 91 | Sherril Gott | County Manager | NW | Putnam | 702 S 27th St, Unionville, MO 63565 |
| 92 | Gloria Olson | County Manager | NE | Ralls | 209 E 4th St, PO Box 427, New London, MO 63459 |
| 93 | Jean Hess | FSE Supervisor | NE | Randolph | 1715 #B S Morley St, Moberly, MO 65270 |
| 94 | Carla Newham | FSE Supervisor | NW | Ray | 901 E Lexington, Richmon, MO 64085 |
| 95 | Jahice Stout | County Manager | SE | Reynolds | HC 1 Box 35F, Centerville, MO 63633 |
| 96 | Carol McNew | FSE Supervisor | SE | Ripley | RR 2 Box 1143, Doniphan, MO 63935 |
| 97 | Bara Elliers | FSE Supervisor | NW | Saline | 1239 Santa Fe Trail, Marshall, MO 65340 |
| 98 | Laurie Findling | FSE Supervisor | NE | Schuyler | Hwy 136 E, PO Box 340, Lancaster, MO 63548 |
| 99 | Beverly Yates | FSE Supervisor | NE | Scotland | #2 Child Support Ln, PO Box 124, Memphis, MO 63555 |

NVRA Coordinator Log

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|-----|-------------------|-----------------------------|-------|----------------------------|---|
| 100 | Karen Horton | FSE Supervisor | SE | Scott | 106 Arthur, Ste A, Sikeston, MO 63801 |
| 101 | Elizabeth Martin | FSE Supervisor | SE | Shannon | PO Box 98, Eminence, MO 65466 |
| 102 | Vicki Barnett | County Manager | NE | Shelby | 306 E Main, PO Box 159, Shelbyville, MO 63469 |
| 103 | Linda Vandergriif | FSE Supervisor | SL | St. Charles | 3737 Harry S. Truman Blvd, St. Charles, MO 63301 |
| 104 | Robyn Lackner | FSE Supervisor | SW | St. Clair | PO Box 574, Osceola, MO 64776 |
| 105 | Robin Nolan | FSE Supervisor | SE | St. Francois | 140 Staples Dr, Park Hills, MO 63601 |
| 106 | Myron Roberts | Eligibility Program Manager | SL | St. Louis Co. North | 4040 Seven Hills Dr, Florissant, MO 63033 |
| 107 | Patrick Moody | Eligibility Program Manager | SL | St. Louis City Chouteau | 3101 Chouteau Ave, St. Louis, MO 63103-2926 |
| 108 | Richard Warren | Eligibility Program Manager | SL | St. Louis City Prince Hall | 4411 N Newstead, St. Louis, MO 63115 |
| 109 | Michael Lee | FSE Supervisor | SL | Jennings | 8501 Lucas & Hunt Blvd, St. Louis, MO 63136 |
| 110 | Dori Lepsky | Eligibility Program Manager | SL | St. Louis Co. Page | 9900 Page Ave, St. Louis, MO 63132 |
| 111 | Patricia Pounds | FSE Supervisor | SL | St. Louis Co. South | 7545 S Lindbergh, St. Louis, MO 63125 |
| 112 | Robert J. Hall | Social Service Manager | State | Statewide | 3418 Knipp Dr, Jefferson City, MO 65109 |
| 113 | Diann DeClue | County Manager | SE | Ste. Genevieve | 583B Ste. Genevieve, Dr, Ste. Genevieve, MO 63670 |
| 114 | Karen Lockhart | FSE Supervisor | SE | Stoddard | PO Box 29, Bloomfield, MO 63825 |
| 115 | Kelly Cutlers | County Manager | SW | Stone | 30832 State Hwy 413, Galena, MO 65666 |
| 116 | Sherril Gott | County Manager | NW | Sullivan | 309 E. Third, Milan, MO 63556 |

NVRA Coordinator Log

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|-----|---------------------|----------------|----|------------|--|
| 117 | Wanda Gail Zielonka | FSE Supervisor | SW | Taney | 2720 Shepherd of the Hills Exp, Branson, MO 65616 |
| 118 | Bryce Williamson | FSE Supervisor | SE | Texas | 16798 Oakhill Dr, Ste 600, Houston, MO 65483 621 E Highland, Ste 1, PO Box 305, Nevada, MO 64772 |
| 119 | Chris Tarnlund | County Manager | SW | Vernon | 513 W. Booneslick Rd, Warrenton, MO 63383 |
| 120 | Nancy Hubenthal | FSE Supervisor | NE | Warren | 10235 W State Hwy E, Potosi, MO 63664 |
| 121 | Laverne Wilkinson | FSE Supervisor | SE | Washington | Rte 2 Box 26351, Piedmont, MO 63957 |
| 122 | Jarlet Rose | FSE Supervisor | SE | Wayne | 222 Commercial, Marsfield, MO 65706 |
| 123 | Cheryl Winder | FSE Supervisor | SW | Webster | 108 East 1st St, PO Box 290 Grant City, MO 64456 |
| 124 | Leslie Riney | County Manager | NW | Worth | 1801 N Talcott, Mountain Grove, MO 65711 |
| 125 | Cheryl Winder | FSE Supervisor | SW | Wright | |

MEMORANDUM
2008 Memorandums

IM-52 07/16/08

DEPARTMENT OF SOCIAL SERVICES
FAMILY SUPPORT DIVISION
P.O. BOX 2320
JEFFERSON CITY, MISSOURI

TO: ALL COUNTY OFFICES
FROM: JANEL R. LUCK, DIRECTOR
SUBJECT: ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW
(ACORN) VS. DEBORAH SCOTT, ET AL

DISCUSSION:

This memorandum is being issued on behalf of Department Director Deborah Scott and myself.

On July 15, 2008, the United States District Court for the Western District of Missouri granted a Motion for Preliminary Injunction requested by Association of Community Organizations for Reform Now (ACORN) against the Missouri Department of Social Services. In part the Injunction orders Director Scott and myself to notify all Eligibility Specialists, Eligibility Specialist Supervisors, Program Managers, Social Services Managers, and Deputy Directors of the following:

The United States District Court for the Western District of Missouri has ordered the Missouri Department of Social Services to comply with the requirements of the National Voter Registration Act, 42 U.S.C. § 1973 and Mo. Rev. Stat. § 115. Failure to comply with this order will subject the Department of Social Services to citation for contempt of court. You are directed that compliance with the NVRA is mandatory. If you have any questions, regarding compliance with the NVRA, visit http://www.sos.mo.gov/elections/NVRA_ImplementationGuide.pdf.

FSD staff must continue to follow voter registration policy contained in the General Information section of the manual, Sections 0105.026.00 through 0105.026.20. If staff has questions, send a Request for Interpretation of Policy (IM-14) through normal supervisory channels to the Program and Policy Unit. Instructions on complying with other requirements of the Court Order will be sent in separate memoranda.

NECESSARY ACTION:

- Review this memorandum with all staff immediately.
- Watch for additional memoranda and policy updates regarding voter registration activities.

SD

2008 Memorandums

MEMORANDUM
2008 Memorandums

IM-54 07/22/08

DEPARTMENT OF SOCIAL SERVICES
FAMILY SUPPORT DIVISION
P.O. BOX 2320
JEFFERSON CITY, MISSOURI

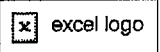
TO: ALL COUNTY OFFICES
FROM: JANEL R. LUCK, DIRECTOR
SUBJECT: ACORN VS. SCOTT; RETENTION OF COPIES OF VOTER REGISTRATION APPLICATIONS AND DECLINATIONS; VOTER REGISTRATION LOG

GENERAL INFORMATION MANUAL REVISION # 21
0105.026.05.05
0105.026.05.10
0105.026.20
0105.026.30

DISCUSSION:

The United States District Court for the Western District of Missouri granted the Motion for a Preliminary Injunction requested by Association of Community Organizations for Reform Now (ACORN) against the Missouri Department of Social Services on July 15, 2008. The Order requires that each local Family Support Division (FSD) office implement a monitoring system to track NVRA compliance. This memorandum addresses the following policy updates and procedures to assure that each FSD office begins activities to meet monitoring requirements.

Effective immediately, all county offices must take the following actions.

- Keep a log of all voter registration applications and declination forms that are received. The attached spreadsheet is provided for use as a Voter Registration Log . Retain the Voter Registration Log for twenty-four (24) months. Enter the date, individual's name, date of birth, and a 1 in either the Yes; No; No, Already Registered; or Declined to Declare column.
- If an individual declines to mark any box, continue recording on the declination form the individual's name, date of birth, the fact that they declined voter registration services, the date, and the worker's signature. If the individual marks the box no, record the individual's name and date of birth on the form.
- Copy all voter registration applications prior to submission to the County Clerk's Office or nearest election authority within the county. Continue to submit the voter registration applications within five business days.
- File all declination forms and copies of all completed voter registration applications in a central county/office file by month for twenty-four (24) months. Do not file the voter registration application or declination form in the applicant or participant's case file.

Manual Updates

General Information Manual sections 0105.026.05.10 and 0105.026.20 are revised and 0105.026.30 is added to include the changes in processes and policy listed above. Voter registration interview procedure policy in Section 0105.026.05.05 is updated to indicate that blue or black ink must be used to fill out voter registration forms.

Staff Meetings

County office supervision/management must meet to determine local office procedures for following the policy/process outlined above. All county offices must hold staff meetings by July 29, 2008, to review this memorandum, the local office procedures established by supervision/management, and to ensure all staff understand the entire voter registration policy. It is very important that supervisors are confident that their staff understand all the policy and procedures involved in order for staff to comply. If there are questions that cannot be answered or that require policy clarification, forward those to the Central Office through proper channels.

A log of staff in attendance at this mandatory meeting must be kept. Those not able to attend must meet with their supervisor on an individual or small group basis to go over the procedures by July 29, 2008, or shortly thereafter. The names of these staff must also be documented. E-mail the date the staff meetings are held and the names of staff attending to Debbie Henry at Deborah.A.Henry@dss.mo.gov.

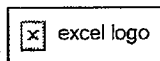
NECESSARY ACTION:

- Review this memorandum with all staff immediately.
- Use the attached Voter Registration Log to track all voter registrations and declinations.
- Record the individual's name, date of birth, the fact that they declined voter registration services, the date, and the worker's signature on all forms which the individual declined to complete. Record the individual's name and date of birth on all forms that the individual marked no or no, already registered.
- Create a central file in each office for copies of completed voter registration forms and declinations.
- Watch for additional memoranda and policy updates regarding voter registration activities.
- Conduct staff meetings by July 29, 2008, to review the entire voter registration policy and local office procedures. Send the date of the meetings and the list of attendees to Deborah.A.Henry@dss.mo.gov.

SD

Attachment

Voter Registration Log



2008 Memorandums