

**Delaware Health and Social Services
Division of Developmental Disabilities Services
Dover, Delaware**

Signed original policy in

office of PARC Chair

Title: Voter Rights

Approved By: _____
Division Director

Written By: DDDS Policy Committee

Date of Origin: October 15, 2004

I. Purpose

To establish a system that supports an individual's right to participate in the electoral process, to include Federal, State and local elections and school board elections.

II. Policy

Individuals receiving residential services shall be supported to exercise their basic right to participate in the electoral process. Such shall apply to elections at the Federal, State and local level as well school board elections.

III. Application

Individuals receiving DDDS residential services
DDDS State and contractual staff

IV. Definitions

A Individual- For the purposes of this policy, individual shall refer to a person receiving DDDS residential services.

V. Standards

- A Interdisciplinary Teams shall document in the Essential Lifestyle Plan (ELP) Conference Summary if an individual is registered to vote.
- B Individuals registered to vote shall be provided with transportation to the voting polls to participate in the electoral process, including primaries, special and recall elections.
- C The need to file an absentee ballot shall be reviewed with the individual registered to vote. Assistance to file an absentee ballot shall be afforded to all individuals who request such.
- D Individuals shall be assisted to file a voting complaint, as requested (by the individual).
- E Individuals shall be provided educational opportunities relative to citizenship, the roles of the offices running for election, candidates' issues/platforms and the actual voting process.
- F Individuals shall not be restricted from receiving campaign literature nor placing or displaying political advertisements in their home or outside property.
- G Individuals shall not be restricted from wearing political buttons, pins or other articles of apparel with political logos.
- H. Candidates and candidate representatives shall be permitted to campaign at residential and day program sites subject the individuals' receptivity and DHSS non-partisan regulation of time, duration, and location.

V. Standards (continued)

- I. Merit System employees of the Division of Developmental Disabilities Services (DDDS) shall comply with all sections of the State of Delaware Merit Rules which reference political activity, including Sections 15.3-15.3.5.

VI. Procedures

<u>Responsibility</u>	<u>Action</u>
Interdisciplinary Team	<ul style="list-style-type: none"> 1. Determines if individual is registered to vote. 2. Documents voting status (i.e., registered or not) on the ELP Conference Summary.
Stockley Center Designee Contracted Agency DDDS Case Manager (for foster homes)	<ul style="list-style-type: none"> 3. Determines if registered voter requests or needs to vote via an absentee ballot. <ul style="list-style-type: none"> a Assists the individual, as needed, to contact the Department of Election in the county which the person resides. Advises DOE of the individual's intention to vote via absentee ballot. Requests and follows directions from DOE for filing an absentee ballot. 4. Coordinates the delivery of educational materials and/or training to individuals. Refer to the attached list of educational resources. 5. Assists the individual, as needed, to file a complaint (re: Federal and State voting procedures) with the Commissioner of Elections Office. <ul style="list-style-type: none"> a Offers to facilitate referral to Disabilities Law Program's Protection & Advocacy for Voter Access (PAVA) program b Assists the complainant to understand the response received from the Commissioner of Elections Office.
Stockley Center Designee, Contracted Agency Designee, DDDS Foster Care Provider	<ul style="list-style-type: none"> 6. Provides the individual(s) transportation to the voting polls to participate in the electoral process, including primaries, special and recall elections.

VII. References

State of Delaware, Merit System Rules
DDDS Voter Registration Policy

VIII. Exhibits

A. Educational Resources

Educational Resources

State of Delaware Commissioner of Elections Office

111 S. West Street, Suite 10
Dover, DE 19904
Phone: 302-739-4277
Email : vote@state.de.us
Website : www.state.de.us/election

New Castle County Department of Elections

820 N. French Street, 4th floor
Wilmington, DE 19801
Phone: 302-577-3464
Website : www.state.de.us/doe_ncc

Kent County Department of Elections

455 Court Street
Dover, DE 19904
Phone: 302-739-4498
Website: www.state.de.us/doe_kent

Sussex County Department of Elections

119 N. Race Street
Georgetown, DE 19947
Phone: 302-856-5367
Website: www.state.de.us/doe_sussex

League of Women Voters

Website: www.de.lwv.org
Phone: 302-571-8948

Disabilities Law Program (DLP) *** Includes education and advocacy**

Website: www.declasi.org

New Castle County DLP

Community Service Bldg.
100 West 10th St., Suite 801
Wilmington, DE. 19801
Phone: 302-575-0690

Kent County DLP

840 Walker Road
Dover, DE 19904
Phone: 302-674-8503

Sussex County DLP

144 E. Market Street
Georgetown, DE 19947
Phone: 302-856-3742