



Policy Directive 2020-09-01

Title: Voter Registration

Date: September 01, 2020

From: Erin Kelley, Senior Manager Policy

Program(s) impacted: All Medical Programs

The purpose of this document is to advise of changes to the Voter Registration policies. Effective September 1, 2020, the following changes will be implemented:

1. The KC-1100 and KC-1500 application forms contain a “voter preference question” inquiring as to whether the consumer wishes to register to vote. If a consumer checks yes or fails to indicate that they want to register to vote, KanCare will now assume the answer is “Yes” and provide the Voter Registration form to the consumer in person or have the form mailed.
2. The 15 Language Tag Line and the new Voter Registration Companion letter must be included in the voter registration mailing to the consumer.
3. If an address change request is processed, a Voter Registration form, Companion letter and 15 Language Tag Line must be sent to the consumer unless the consumer reported the change by phone and has specifically advised the agency at the time of change that this information need not be sent.
4. During a walk-in, if a consumer requests the Voter Registration form at that time instead of mailed, staff must accommodate the request.
5. If at any point the consumer wishes to have the Voter Registration form sent to them, staff must accommodate the request by following their departments business process.
6. If a consumer indicates they need help filling out the Voter Registration form, staff shall provide the client assistance completing the form, as indicated on the top of the Voter Registration Application. Specific questions regarding Voter Registration, as it relates to a particular consumer, will need to be directed to the Office of the Secretary of State, 1-800-262-8683.
7. In the future, system changes will be added to KEES to allow the Voter Registration packets to be mailed with all reviews and address changes – allowing for more automated Voter Registration processes. The Companion letter will also be added to KEES for staff’s use. Additional information regarding these process changes will be provided with the KEES release notes corresponding with the implementation of the system changes.

KFMAM 1603 and Medical KEESM 1731 will also be updated to reflect this added information. A link to the Voter Registration form will be added to the Kansas Eligibility Policy website in the Appendix section under Miscellaneous: <http://www.kssos.org/forms/elections/voterregistration.pdf>

For questions or concerns related to this document, please contact one of the KDHE Medical Policy Staff below.

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