

Dear Care Facility Administrator:

This letter is being sent to your attention due to changes to voting for residents of your facility that will be in place for the election on April 6, 2021. The Wisconsin Elections Commission determined on March 2, 2021 that clerks must reach out to eligible care facilities to determine if Special Voting Deputies (SVDs) will be able to visit care facilities or nursing homes to administer voting for the April 2021 Election. If care facilities are not allowing SVDs to enter, then residents of those care facilities normally served by SVDs will instead be mailed an absentee ballot.

Residents who receive ballots will have to vote their ballot, have a witness provide required information on the return envelope, and return their ballot by mail in order to participate. There may be residents who need to register to vote or update their voter registration to reflect their current name or address. Additionally, residents without an active absentee ballot request on file with their municipal clerk will have to submit one before a ballot will be mailed to them.

The deadlines for both voter registration and requesting an absentee ballot prior to the **April 6 Spring Election** follow:

- **Voter Registration Deadline (online or by mail):** Wednesday, March 17, 2021. Voter registration after this deadline must take place in-person, either in the municipal clerk's office or at the polling place on election day.
- **Absentee Request Deadline:** The deadline to make a request for the April 6, 2021 election is Thursday, April 1, 2021 for regular voters and Friday April 2, 2021 for voters who self-certify they are "indefinitely confined" due to age, illness, infirmity, or disability.

In addition to this information, please be aware of the following scenarios where you may be able to assist residents of your facility who are not registered to vote, who do not have an absentee ballot request on file with the municipal clerk, or who need assistance with voting and returning their absentee ballot. When SVD voting is in place, facility staff are restricted from assisting voters with casting their ballot. These same restrictions are not in place when your residents are voting absentee ballots by mail because of SVDs being restricted from visiting. In that instance, care facility staff are able to assist residents with completing voter registration applications, absentee requests and marking their ballot.

1. **Voter registration:** For the April 6 election, online and by-mail registration closes on Wednesday, March 17, 2021. Unregistered voters, or voters who need to update their registration due to a name or address change will need to register online or mail a voter registration form back to the municipal clerk by this deadline. If sent by mail, the form must be postmarked by the Wednesday, March 17 deadline and include a proof of residence document, such as an intake form from your facility, bank statement, or other government-issued document, that lists their current name and address where they would like to be registered to vote. Online voter registration is available via <https://MyVote.wi.gov> for any Wisconsin residents with a current Wisconsin driver license or state ID card. More information on voter

registration and proof of residence can be found here: <https://elections.wi.gov/voters/first-time-registration-guide>.

**Assistance:** Facility staff may assist residents with completing the information required on the voter registration form. After completing the application, the assistor must then sign the form in the appropriate box and provide any additional required information. Answering questions about the process or explaining how to complete the form is not “assistance”.

2. **Absentee ballot requests:** If you have a resident of your facility who does not have an active absentee request on file with the municipal clerk, they will have to submit a request in writing to receive a ballot. They will not automatically be mailed a ballot along with the other residents of your facility. The deadline to make a request for the April 6 Spring Election is Thursday, April 1, 2021 for regular voters and Friday, April 2, 2021 for voters who self-certify they are “indefinitely confined” due to age, illness, infirmity, or disability. Requests can be made electronically via <https://www.MyVote.wi.gov> or by email to the municipal clerk. They can also mail an application to the clerk using this form: <https://elections.wi.gov/forms/EL-121-english>.

**Assistance:** Facility staff may assist residents with completing an absentee request form. If they are using the paper form, state law requires the assisting facility staff to sign as an assistant only if the voter is unable to sign their request form.

3. **Voting and returning a ballot:** The municipal clerk will mail or deliver absentee ballots directly to all voters who have an active ballot request and reside in your facility. Each resident will need to vote their ballot, seal it in the return envelope, and fill out the required information on the certificate section of the envelope before mailing it back to the return address provided on the return envelope. Please note the following information is required to be filled out on the certificate envelope in order for the ballot to count:
  - a. Signature of voter
  - b. Witness signature (witness must be a U.S. citizen)
  - c. Witness address

**All ballots must be returned by mail or in-person delivery to the municipal clerk’s office by 8:00 PM on election day in order to be counted. Please note The U.S. Postal Service recommends absentee ballots be mailed one week before election day to arrive in time.**

**Assistance:** Facility staff may assist the voter by reading the ballot to them or helping them mark the ballot. If the voter asks questions about individual candidates or their platform, you cannot answer these questions. After assisting the voter, you will sign the ballot in the box that says, “Certification of Voter Assistance.”

We hope this information helps you provide information and assistance to your residents during this public health emergency. Reference documents for your staff and residents regarding voter registration, absentee ballot requests, and voting an absentee ballot have also been created to provide

information on these aspects of the voting process. These materials can be found here:  
<https://elections.wi.gov/node/7364>.

If you have any questions about these processes you can contact the Wisconsin Elections Commission at (608)261-2028 or [elections@wi.gov](mailto:elections@wi.gov).