Central Absentee Precinct (CAP)

Mailer Check-In Operations

November 2, 2021

General and Special Elections

This manual provides further details on the material presented during training class. This manual contains only the basic elements of Central Absentee Precinct operations and is not intended to be used as a comprehensive guide of Virginia election law or procedures. Virginia election laws govern elections in Virginia. If there is an inadvertent contradiction in the manual, Virginia election laws take precedence.

A publication of Fairfax County, Virginia

Fairfax County is committed to nondiscrimination in all county programs, services, and activities. Reasonable accommodations will be made upon request. To request this information in an alternate format, contact:

Election Support: 703-324-4735, TTY 711
Voter Registration: 703-222-0776
Website: www.fairfaxcounty.gov/elections
Email: voting@fairfaxcounty.gov

Issued by the **Fairfax County Office of Elections**
12000 Government Center Pkwy, Suite 323
Fairfax, Virginia 22035.

Table of Contents

Table of Contents

Administrative Information

Information included in this section:

- **Fairfax County Contact Information**
- **Your Contact Information**
- **Qualifications**
- **Training Class**
- **Election Oath**
- **Work Calendar and Duty Hours**
- **Absence**
- **ID Badge**
- **Location**
- **Compensation**

Fairfax County Contact Information

- **Office of Elections:**

    Phone: 703-324-4735
    Email: elect@fairfaxcounty.gov

- **Registrar:**

    Phone: 703-222-0776
    Email: voting@fairfaxcounty.gov

- **Mailer Check-in Information:**

    Phone: 703-324-4742
    Email: centralabsentee@fairfaxcounty.gov

- **Central Absentee Precinct:**

    Phone 704-324-7739
    For info: www.fairfaxcounty.gov/elections/central_absentee.htm
    Email: centralabsentee@fairfaxcounty.gov

Your Contact Information

It is important that you keep your name, address, home phone number, cellphone number and email address current with the Office of Elections.

If you have an unlisted number, please advise the Office of Elections.

Qualifications

1. Able to take direction, pay attention to detail and not be easily distracted.
2. *Physically and mentally able to work a 6 to 8-hour day, and longer if working a second consecutive shift.*
3. Able to sit and/or stand for an extended period.
4. Able to speak, read and write the English language.

All mailer check-in staff members must complete the Election Oath and federal I-9 form before serving in any Fairfax County election.

You may not be a member of the mailer check-in staff if you

1. Hold elected office, or
2. Are an employee of an elected official.

Although you do not register by party in Virginia, as a processor under Virginia law you represent one of Virginia's two major political parties or are considered an independent. Regardless, *while serving as a processor, you must not comment on candidates or political issues, current or general, among your fellow officers, and you must not engage in any other forms of electioneering while in the Central Absentee Precinct.*

Training Class

Prior to serving as a mailer check-in staff member, you are required to participate in an online training workshop to review mailer check-in operations and VERIS procedures.

Election Oath

All mailer check-in staff will be sworn in for the current election prior to working.

Work Calendar and Duty Hours

The check-in operation schedule is based on the volume of mailed-in and drop box voter submissions. Staff will be advised of the overall schedule in advance of election day when the Office of Elections understands the anticipated volume of voter submissions. It is anticipated that the greatest need for mailer check-in staff will begin on or about Friday, October 1st. Operations will be conducted every day as needed through Friday, November 5.

Staff may be required to visit the Office of Elections prior to the start of operations to obtain county credentials as well as set up VERIS usernames/passwords.

Staff members are scheduled to work six hours per day, generally from 9:00 AM until 3:00 PM. Depending on the volume of mailers to be checked-in, staff may be required to work up to 8 hours per day. A 30-minute lunch is standard for staff members working longer than 6 hours per day.

Absence

If you agree to serve as a mailer check-in staff member and cannot do so because of an emergency, **you must notify the Office of Elections immediately** so we can attempt to fill the vacancy and operations are not impeded: call 703-324-7739 or email *centralabsentee@fairfaxcounty.gov.*

ID Badge

You must always wear your Fairfax County employee ID badge while on the job.

Location

Mailer Check-in operations take place in the Fairfax County Government Center, lower level, room 120C. Enter through the cafeteria, then proceed to the back left.

Compensation

Status
Mailer check-in staff are non-merit, temporary employees of Fairfax County. These are hourly wage positions, paid at the S-9 rate, and do not include Fairfax County benefits such as sick or annual leave or participation in the Fairfax County insurance or retirement programs.

Time sheets

Fairfax County pay periods consist of two consecutive weeks, beginning on a Saturday and ending on a Friday. For each two-week pay period, you will record your time worked on a payroll time sheet. The columns on the time sheet indicate the days within that pay period (Figure 1).

Figure 1 – Fairfax County time sheet

Record your working time in <u>half-hour increments</u>, rounded to the nearest full or half hour.

Be sure to enter your EIN next to your name on the timesheet.

Be sure to Sign and Date your timesheet.

Each day that you report for work, record the time you arrive, the time you leave for lunch (first row at bottom of time sheet), the time you return from lunch and the time you depart for the day (second row at bottom of time sheet) in that day's column.

Compute the time you worked that day and record the number of hours on the "Regular Hours" row in that day's column. Be sure to write 1G15-001-003 under REGULAR HOURS in the column on the left.

The processing team leader will keep your timesheet on file in the workroom.

Pay is directly deposited to your bank account, but the first check may take more than two weeks after the end of the pay period to appear.

Federal and State Income Tax

Processors' wages are subject to federal and state income tax.

Information included in this section:

- What is CAP?
- Mailer Check-in Operations as a Function of CAP
- Operational Positions
- General Guidelines for Mailer Check-In Staff

What is CAP?

The mission of the Central Absentee Precinct (CAP) is to adjudicate fairly all the absentee ballots cast by Fairfax County voters, as well as to account for each of these ballots and their votes.

Fairfax County voters may cast an absentee ballot in one of two ways:

1. Voters may request an absentee ballot and return their ballot by mail or drop box.

2. Voters may vote an absentee ballot in person prior to the election at various satellite locations.

The Central Absentee Precinct (CAP), therefore, incorporates two separate operations, one to handle each type of absentee ballot.

CAP Absentee by Mail (CAP AB)
All mailed-in or drop box voter submissions are checked-in and ballots scanned in CAP AB. CAP AB operates through noon on the Friday after election day.

CAP Absentee In-Person (CAP EV)
Early Voting is conducted at multiple locations throughout the county (satellite locations). Voters receive a ballot which is voted (scanned) at the satellite location. On Election Day, CAP staff produce voting results reports and collate the voting results to produce a single report showing the final total vote results.

Mailer Check-in Operations as a Function of CAP

As a whole, CAP operations comprise several separate and distinct functions. The basic CAP operational functions include Mail *Receipt*, *Mailer Check-In*, *Mailer Opening and Ballot Extraction*, and *Ballot Scanning*. These functions take place at different times and are completed by separate staff members. Each of these functions incorporates a specific set of procedures that must be followed correctly and consistently.

When a mailer containing a voted ballot arrives at the Office of Elections, it is subject to all the CAP operational functions, as noted above.

The *Mailer Check-In* function includes the following tasks:

1. Qualifying the voter
   a. Is the voter a resident of and registered in Fairfax County?
   b. Has the voter requested an absentee ballot?
   c. Has the voter already voted in this election?

2. Ensuring that the voter has complied with election law in the submission of the ballot.

3. If the voter is qualified and has met submission requirements, updating the voter's ballot status in VERIS (the online statewide database).

4. Managing the voter's submission for storage until it can be opened, extracted, and scanned.

5. Recording counts.

Operational Positions

Team Leader: One team leader is responsible for overseeing all operations and for completing the cumulative daily paperwork.

Mailer Check-in Staff: Mailer check-in staff is responsible for correctly processing returned by-mail or drop box absentee ballots. This includes reviewing the voter submission to ensure compliance with election law and administering the VERIS check in procedures to ensure voter credit. Further, these staff members are responsible for appropriately managing mailers and accurately recording counts on Mailer Count worksheets and reconciling these counts at the end of the shift.

General Guidelines for Mailer Check-in Staff

As a member of the check-in staff, you must perform all the duties assigned to you by the Office of Elections, and do so faithfully, diligently, and impartially.

1. Read and follow all instructional materials provided to you, including this manual.

2. Refrain from cell phone use in the workroom. While initially cell phones are required to access VERIS, cell phones should then be removed from the table and placed out of sight.

<div style="border:2px solid blue; color:red; text-align:center; font-weight:bold">

**Cell phone use is prohibited
at the mailer check-in workstations.
Cell phones are only permitted during breaks
and away from the work area.**

</div>

3. Accept direction from the team leader or Elections Office staff.
4. Work to:
    a. Maintain the integrity and confidentiality of the voting process.
    b. Ensure that the workroom is secure.
    c. Correctly check-in mailers from authorized absentee voters.
    d. Comply with the policies and procedures detailed in this manual and any instructions provided by the Office of Elections.

5. Do not engage with any authorized representatives or observers. Refer questions from the media and authorized representatives to the processing team leader or Elections Office staff.

6. Do not, at any time, under any circumstances, discuss or reveal any voter submissions, ballots, votes, or trends that you may observe during operations. Likewise, voter information must remain confidential.

<div style="border:2px solid blue; color:red; text-align:center; font-weight:bold">

What happens in mail check-in stays in mail check-in!

</div>

7. Arrive on time, work at your assigned duty area, and remain through the end of your shift. Always wear your county-issued ID badge.

8. Do not comment on candidates or political issues, current or general, among your fellow officers or with voters, and never engage in any other forms of electioneering while in the workroom.

9. Dress comfortably, but neatly, in business casual attire. Dress in layers, as the workroom temperature can vary. Ripped jeans, sweatpants, and similar very casual clothing are not appropriate.

10. Never wear politically oriented items, such as campaign t-shirts, buttons, stickers, jewelry, etc.

11. Bring water, coffee, snacks etc. The cafeteria, located in the lower level of the Government Center, is open from 7:00 am -1:30 pm and is offering a limited menu due to Covid-19 concerns. Limited seating is available Smoking is not allowed inside the Government Center.

Information included in this section:

- Emergencies
- Emergency Situations Requiring Evacuations
- Equipment & Facility Security
- Integrity of the Election Process
- Coronavirus (COVID -19) Safety Practices

Emergencies

Government Center Security:	**703-324-3434**
Emergency: Police-Fire-Rescue:	**911**
From a Government Center landline:	**9 – 911**

If you call 911 (or a non-emergency number), be prepared to:

1. State the nature of the emergency or problem, e.g., medical emergency, traffic accident, fire, disturbance.

2. State your name and identify yourself as an election officer.

3. State the building name and address: **Fairfax County Government Center, 12000 Government Center Parkway.**

   Your room is the Government Center, Room 120C

4. **Give a contact phone number**, preferably your cellphone.

   Cell callback number: _____

5. Notify security personnel on duty.

6. Notify building security. 703-324-3434.

7. Call the Office of Elections **703- 324-4735** to report the problem/incident.

8. Send an election officer outside to **meet the emergency personne**l.

Emergency Situations Requiring Evacuation

Fire – Fire drill – Bomb threat – Flooding – Earthquake

> ### Be prepared – familiarize yourself with these procedures!

1. Locate and study the **posted evacuation route** in your room and building.

2. Make sure you know the **location of exits**.

3. Review evacuation **meeting place.**

Emergency Evacuation Plan

1. Staff directs authorized representatives and any observers to nearest exits.

2. If prudent based on the level of the emergency, secure mailers in as orderly manner as possible.

3. Team leader ensures everyone has exited the room, then closes and, if possible, locks doors to the room.

4. Team leader designates a staff member to notify the Office of Elections that an emergency exists, if the emergency arose in CAP.

Remember: Remain calm and follow the directions of public safety officials.

If the building cannot be re-entered, the Office of Elections will provide further instructions.

Emergency Situations - Shelter-in-Place

Be prepared – familiarize yourself with these procedures

Shelter-in-place is a protective action to shield people from a hazardous outdoor situation or external threat, such as a weather event or active shooter situation. This is intended as a short-term measure to protect staff until the hazard has passed.

1. Your shelter-in-place location is Room 120C (your workroom).
2. Keep in mind that there may be little or no lighting if the power is out.
3. Team leader directs authorized representatives and all team members to the shelter-in-place. Team leader closes and, if possible, locks the room doors and closes shades.
4. Remember to keep out of common view, away from doors and windows.
5. Use extreme caution, not allowing anyone entry into the room until a public safety official or security official comes to the room with directions.
6. Team leader designates a staff member to notify the Office of Elections that an emergency exists if it originated in the workroom area.
7. Remain in the shelter until the emergency has passed and follow instructions from security and emergency personnel.

Remember: Remain calm and follow the directions of public safety officials.

Be prepared: Items to take to the shelter: flashlight, cellphone, radio, bottled water, canned drinks and snack food.

Equipment & Facility Security

It is critically important that you follow security rules and policies related to the equipment and facility.

1. Look for any potential tampering or defacement of mailers, computers or security cases, and report any such activities immediately to office staff.

2. Protect equipment from food and liquids.

3. Report unauthorized and unidentified people inside the processing room.

Integrity of the Election Process

As a member of the Mail check-in staff, you are responsible for maintaining the integrity of the election process by:

1. Carefully following the established procedures for checking-in return mailers.

2. Keeping the processing tables free of food, drinks, personal bags, and electronic equipment.

3. Ensuring that return mailers are safeguarded in the workroom. Mailers should not be left unattended at the workstations.

4. Ensuring that only authorized people are present in the check-in area.

5. **Protecting voters' personal information included on envelopes and in VERIS**.

Coronavirus (COVID-19) Safety Practices

The coronavirus pandemic restrictions remain in effect. You are expected to comply with personal standard safety practices while serving as a member of the mailer check-in team.

Personal safety practices:

1. A **face mask** must be always worn in the Government Center. Face shields may be worn but a **face mask** must also be worn underneath the face shield. Masks will be available if you choose not to bring your own.

2. Gloves will be available.

3. Hand sanitizer will be available.

4. Clean and sanitize work areas at the end of each shift.

5. If you are sick, to guard against virus transmission, notify the election office as soon as possible so a replacement can be identified and contacted. If you become sick during the work day, notify your team leader as soon as possible.

Fairfax County requirements:

1. We are currently awaiting a final directive on the county's vaccination and testing mandates. Office of Elections will provide updated guidance when available.
2. Vaccinated personnel are required to provide proof of vaccination.

Information included in this section:

- People Allowed in the Mailer Check-in Room
- News Media in the Mailer Check-in Room
- Authorized Representatives and Observers

People Allowed in the Mailer Check-in Room

The team leader should be able to identify the people allowed in the mailer check-in room. Such people may include:

1. Party or candidate representatives with written authorization.
2. Neutral observers with prior written authorization from the Electoral Board.
3. Other authorized representatives or observers.
4. Electoral Board members.
5. Fairfax County registrars.
6. Office of Elections staff.
7. News media with authorization and accompanied by a staff member.

Everyone authorized to be present in the check-in room must wear an ID badge or an authorized representative/observer tag.

News Media in the Mailer Check-in Room

News media may enter the check-in room and film or photograph as long as they do not film or photograph a completed mailer, or film or photograph any voter information.

Interviews, live broadcasts, or taping of a reporter's remarks is prohibited within the check-in room.

The team leader must call the Office of Elections if news media enter the check-in room unaccompanied by county staff.

Authorized Representatives and Observers

Virginia law permits properly designated individuals to serve as authorized representatives and observers.

Authorized Representatives and Observers:

- Must provide a letter of authorization, signed by the party chairman or independent candidate, to the processing team leader upon arrival. Must complete the official log with the times of arrival/departure.

- Must be a qualified voter in Virginia.

- May stay all day or come and go in shifts.

- May not be a candidate.

- May not engage in any electioneering within the check-in workroom.

- May not hinder or delay any staff. May observe but not interfere with the orderly conduct of the voter submission check-in operation.

- Should address questions to the team leader. May not question, converse with, or engage in any way with check-in staff.

- Have the right to observe the mailer check-in operation and may immediately appeal to the electoral board if they are dissatisfied with the team leader's decision regarding physical positioning withing the room. Staff will not slow check-in procedures of return mailers to interact with authorized representatives and observers.

- May not be in a position to see the voter information on the VERIS screen.

- May mark or make their own lists of those who have voted and make their own notes. An election staff member may not provide any lists nor look up a voter's record at the request of an authorized representative or observer.

- May use handheld wireless communication devices inside the check-in workroom provided they do not disrupt the operation. The team leader may prohibit the use of the devices if their use is hindering operations.

- May not film, record, or photograph while inside the check-in workroom (except credentialed news media).

- May not touch or handle any voter submission official documents. May not have access to checked in or "not processed" voter submissions. May not disclose information about individual voter submissions.

Identifying and Evaluating Voter Submissions

Information included in this section:

1. How to recognize the various types of return mailers, voter information labels, and *Statements of Absentee Voters* returned by absentee voters and how to evaluate these submissions for material omissions.

   - Domestic Return Mailer, Voter Information Label and *Statement of Absentee Voter*

   - Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Return Mailer, Voter Information Label and *Statement of Absentee Voter*

   - Email Return Mailer and *Statement of Absentee Voter*

2. How to recognize and evaluate additional documentation requirements.

   - Needs Assistance Forms (NA)

3. How to identify the various types of mailers that cannot be processed.

   - Unused

   - FWABs

4. How to recognize and evaluate "Cured" return mailers.

Types of Return Mailers

An absentee voter who is submitting a ballot by mail or drop box must return a voter submission that typically contains two components:

1. A return mailer. The return mailer includes the Office of Elections address on the front. The voter information label and *Statement of Absentee Voter* is on the reverse side.

2. A ballot inside the return mailer

These two components may look different based on the status and location of the voter.

It is important that staff become familiar with the different types of voter submissions (return mailers and voter statements). There are different check-in procedures and evaluation requirements relevant to each type.

Note that in some instances, a 3rd component is required when a voter returns a ballot. Therefore, mailer check-in staff must be vigilant when voters are required to include additional documentation

Domestic Return Mailer – Front Side

Figure 2 – Front of Domestic Return Mailer

The most common type of voter submission, and the one that mailer check-in staff will encounter most often, is the domestic return mailer (Figure 2). The domestic return mailer is printed by the Office of Elections with a turquoise-colored band along the left-hand side. The mailer also includes the preprinted address of the Fairfax County Office of Elections. The voter places a completed digital ballot inside the mailer. Digital ballots are pre-printed ballots on heavy stock issued by the Office of Elections that can be read by the digital scan machines.

Notice the pink circular mark shown on the middle-left portion of the mailer. This is a tactile marking designed to aid voters requiring assistance in returning the ballot.

Domestic Return Mailer – Reverse Side

Figure 3 – Voter Information Label/Statement of Absentee Voter

The **voter information label** (See Figure 3) is located on the reverse side of the domestic return mailer in the upper left-hand quadrant. This label contains identifying information about the authorized absentee voter. The label includes the following information:

- Scannable bar code unique to the voter. This bar code can be scanned to quickly locate the voter in VERIS
- Voter's ID number
- Voter's name
- Voter's address
- The current election
- Voter's Congressional District (CD) and Precinct designations
- Indication whether extra documentation is required
  - ➢ **"NA" (needs assistance)** indicates that a **blue assistance form** may be included.

The *Statement of Absentee Voter* (See Figure 3) is located across the lower portion of the reverse side of the domestic return mailer. It is to be filled out completely and correctly by the absentee voter. A witness must also provide his/her signature.

The information in the *Statement of Absentee Voter* is very important:

- The information provided by the voter in the *Statement of Absentee Voter* must match the information on the voter's information label.
- Mail Check-In Staff review the information on the *Statement of Absentee Voter* to determine if any material omissions are present.

Evaluating a *Statement of Absentee Voter* for Material Omissions

Once you have determined that the authorized voter has completed the voter's statement (i.e., the voter's preprinted information label and *Statement of Absentee Voter* agree), you must also review the voter's statement for material omissions.

A material omission is a voter's failure to provide complete and correct information on the voter's statement or a failure to properly submit a ballot. Such actions <u>may</u> render that ballot unqualified for counting.

During check-in operations, place any mailers with material omissions in the "Not Processed" table box on your worktable for further review.

1. The *Statement of Absentee Voter* must be filled out correctly and completely. Refer to the material omissions chart if in doubt.

- Voter's name
    - Must include a full first name and full last name. However, a voter may provide only the initial of his first name if a full middle name is included.
    - Name order may be different.
    - A middle name is not required, or a middle initial may be substituted.
    - A recognized nickname is acceptable.
    - Use care when generational suffixes (Jr., Sr., I, II, III) are included; check in the correct family member.

- Voter's Address
    - Must include house/building number and the street name. An apartment or unit number is not required.
    - Must provide the city **OR** the zip code.
    - A Post Office Box (POB) or a Personal Mailbox (PMB) is NOT acceptable.

- Voter's signature

- Witness signature is required for the November 2021 election.

2. A date is **NOT** required.

Remember to refer to the Material Omissions chart at your workstation if you have any questions about the information provided on the statement of absentee voter. DO NOT GUESS! If in doubt, place return mailer and all contents in the "Not Processed" table box.

Figure 4 – UOCAVA Return Mailer, Front Side

The image above (Figure 4) shows the front side of a UOCAVA return mailer. UOCAVA stands for *Uniformed and Overseas Citizens Absentee Voting Act.* The UOCAVA return mailer will contain a standard digital ballot.

A UOCAVA submission is sent to the Office of Elections by an authorized absentee voter who is living overseas or by military personnel living anywhere.

Note that the front of a UOCAVA mailer looks similar to the front of a standard domestic mailer. The reverse side of the UOCAVA mailer looks very different.

Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) Return Mailer – Reverse Side

Figure 5 –UOCAVA Return Mailer, Reverse Side

The reverse side of a UOCAVA return mailer (Figure 5) includes the voter information label and the voter statement, just as on the domestic mailer. However, the *Statement of UOCAVA Absentee Voter* is very different.

No address is required. No date is required. In fact, the voter does not even have to provide a printed name.

What is required: Only the voter's signature and the signature of a witness. If either of these two signatures is missing, the mailer cannot be checked-in.   Place the mailer in the "Not Processed" table box.

Evaluating *a Statement of UOCAVA Absentee Voter* for Material Omissions

1. What is required**:**
    - ➢ Voter's signature
    - ➢ Witness signature

2.   What is **NOT** required:
    - ➢ Address (There is no field for voter's address on an *UOCAVA Statement of Absentee Voter.*)
    - ➢ Date
    - ➢ Printed name

3. If the voters statement contains a material omission, place mailer in the "Not Processed" table box.

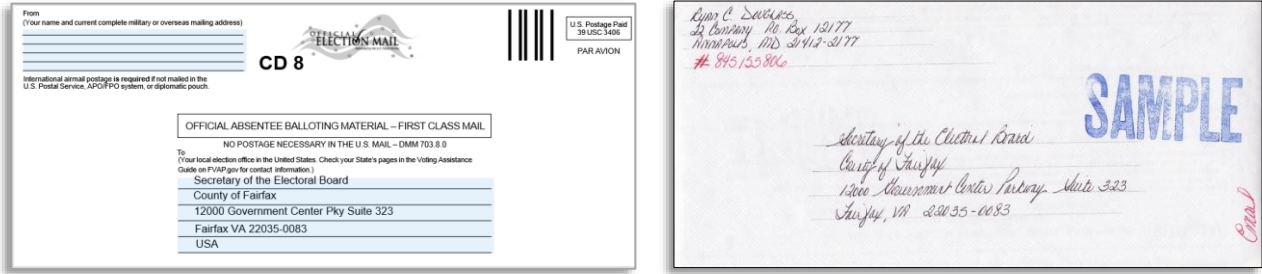## Email Return Mailer – Front Side

Figure 6 – Email return mailer options: printed from Office of Elections template or voter supplied

A voter living overseas may request that a ballot file be emailed to him/her. The voter will print the ballot and the return mailer template (Figure 6, left) and then return the hard copies by regular mail.

Alternatively, a voter may choose to supply his own envelope as a return mailer (Figure 6, right).

Email Return Mailer – Reverse Side

Figure 7 – Email *Statement of Absentee Voter*

The voter will also print a *Statement of Absentee Voter.* (Figure 7)

The *Statement of Absentee Voter* for a voter requesting an email ballot file is the same as a UOCAVA voter statement and is subject to the same set of material omissions. No address is required. No date is required. The voter does not even have to provide a printed name.

The signatures of the voter and a witness are the only requirements.

Where is the voter statement?
- The email voter statement may be affixed to the back of the return envelope and easily visible. If so, you may check in this mailer.

- If the voter encloses the voter statement in the return mailer with the ballot, you may NOT check in this mailer. You may **NOT** open the return mailer to search for the voter statement.

Evaluating an *Email Statement of Absentee Voter* For Material Omissions

1. What information is required? Similar to the Statement of UOCAVA Absentee Voter, only the voter's signature and witness signature are required. If either signature is missing, place the mailer in the "Not Processed" table box.

2. If the voter did not print a name or the printed name/signature on the *Statement of Absentee Voter* are illegible, (so that voter cannot be located in VERIS with certainty), place the mailer in the "Not Processed" table box.

3. If the *Statement of Absentee Voter* is not visible (affixed to the reverse side of the return mailer), do not check in the mailer. Place the mailer in the "Not Processed" table box.

Additional Documentation Requirements: Request for Assistance

Some voter information labels may include a "NA" (Needs Assistance) designation on the right-hand side. It is the responsibility of check-in staff to note these designations on the information labels and to handle such submissions appropriately.

This designation may be present on any type of voter submission that contains a voter information label, i.e domestic and UOCAVA mailers.

NA" (Needs Assistance):

Some voters have indicated on their absentee ballot applications that they will need assistance to complete the *Statement of Absentee Voter* and/or to mark their ballots. The letters NA (Needs Assistance) will appear on the right side of the preprinted voter information label. (Figure 8)

Figure 8 – NA (Needs Assistance)

If assistance is requested, the voter will receive a blue "Request for Assistance" form. (Figure 8) In most cases, a completed blue form will be returned in the mailer along with the ballot. If you see the NA designation on a voter's information label, do NOT check-in this mailer. Place the mailer in the "Not Processed" table box.

Of course, there is always an exception!

When reviewing the return mailer of a Needs Assistance (NA) voter, you may observe that the voter actually signed the voter statement. Perhaps this voter no longer needs assistance or the original request for the form was made in error. If the voter signed the voter statement, a Request for Assistance form is NOT required. In this case, the ballot may be checked-in.

You, of course, must ensure that the *Statement of Absentee Voter* is completed correctly with no material omissions.

Figure 8a – Request for Assistance Form

The mailer check-in staff will generally not process mailers from Needs Assistance voters, unless the voter signed his/her voter statement. In that case, the Request for Assistance form is not required.

FYI:

The Request for Assistance form has two sections. (Figure 8a)

1. Voter Information Section completed by the assistant. All fields must be filled in. The assistant must write "Blind Voter" or "Voter Unable to Sign".

2. Assistant Information Section. All fields must be filled in, including address and signature.

If you are ever called upon to check in the mailer of a Needs Assistance absentee voter, the Request for Assistance form must be filled out completely and correctly. Of course, the Statement of Absentee Voter must contain no material omissions.except the voter's signature field may be blank.

Some mailers may NOT be checked-in.

Unused

Sometimes a voter's original packet is returned unopened either by the voter or by the post office. It typically contains all the papers that were sent to the voter, including the instructions. The ballot will be in its <u>unopened</u> outgoing mailer addressed to the voter.

The office of elections staff usually finds these, places an "UNUSED" label (Figure 9) on the front, and sets them aside before the mailers arrive at check-in. If you do come across an unused voter submission, do not check-in this voter. Place the mailer in the "Not Processed" table box.
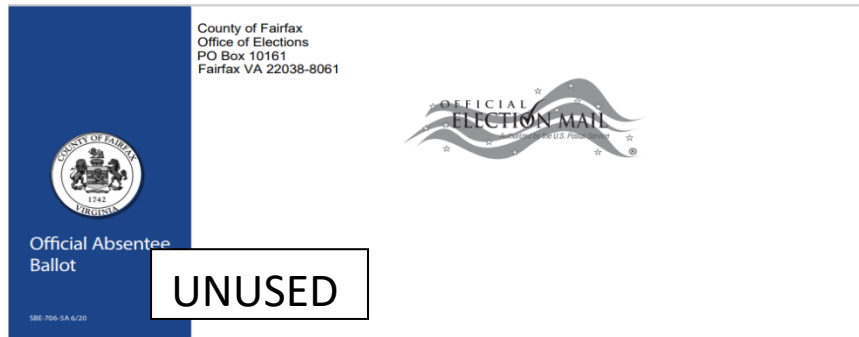
Figure 9 – Unused

FWABs

A **FWAB** is a **Federal Write-in Absentee Ballot** that the voter has downloaded from a federal website. FWABs have traditionally been used as "back-up ballots" by overseas voters living in areas of the world with unreliable mail service. Typically, this voter will also request a UOCAVA ballot closer to election day and the UOCAVA ballot will be processed if received at the office on time; the FWAB will be voided. However, the voter may submit a FWAB without requesting a UOCAVA ballot. In this case the FWAB will serve as the authorized ballot and will be processed after 12 noon on the Friday after election day. Election staff normally applies a FWAB sticker to the outer envelope.

FWABs are <u>never</u> checked-in. If you find one in your set of mailers, place the mailer in the "Not Processed" table box.

.

.

"Cured" Voter Submissions

Virginia state law offers an absentee voter the opportunity to correct information on the *Statement of Absentee Voter.* If a voter has provided incorrect or incomplete information on the *Statement of Absentee Voter* that would cause it to be rejected, Fairfax County will notify the voter of the material omission and further stipulate how to correct the issue so the ballot may be counted. This is called the "curing" process.

Absentee voters may choose to come to the Office of Elections to "cure" their voter submission or they may opt to send in a signed Voter Affidavit (Figure 10, below) containing the corrected information. Upon arrival at the Office of Elections, this signed affidavit will be placed with the voter's original return mailer.

In this case, staff may review the information in the affidavit for material omissions and use the affidavit information to check-in the voter on VERIS.

Note that it may be necessary to review the affidavit in conjunction with the original voter statement. For example, if the voter forgot the city or zip code on the original voter statement and then submitted an affidavit with only the corrected city/zip code, staff may look at both components to determine completeness.

Figure 10 – Voter Affidavit

Mailer-Check-In: Operational Details

Information included in this section:

- **Mailer Check-In "Tool Kit"**

- **Mailer Check-In Functions**
    - Initial Mailer Review and Count
    - Evaluating Return Mailer Information

- **Using VERIS**
    - Login Procedures
    - Checking In Mailers with Barcodes (Batch Scanning)
    - Checking In Mailers without Barcodes (Individual Check-In)

Mailer Check-In "Tool Kit"

Each check-in staff member works individually at a numbered table. On each table, you will find:

➢ A computer with VERIS access. VERIS is the Virginia Election and Registration Information System used to manage the statewide voter database

➢ A hand-held barcode reader and stand

➢ A stationery supply box

➢ Two clear collection boxes: "Not Processed", "Saved in VERIS"

➢ A RED distribution tray containing mailers to be checked in to VERIS (The red distribution trays are issued by the team leader.)

➢ A GREEN plastic output tray to place "Completed Digital Bundles"

➢ A BLUE plastic output tray to place "Completed Email Bundles".

➢ A copy of the Material Omissions Chart. The Material Omissions Chart is a comprehensive, user-friendly table outlining acceptable/unacceptable standards for the review of voter statements. A material omission is a voter's failure to provide complete and correct information in his voter statement or a failure to properly submit his/her ballot. Such actions may render that ballot unqualified for counting.

➢ A Mailer Count worksheet. The main function of the Mailer Count worksheet is to track the number of mailers checked-in by an individual. At the end of the day, the team leader will compile all the processing totals to determine a daily grand total. It is the individual staff member's responsibility to ensure that the Mailer Count worksheet is completed accurately.

Mailer Check-In Functions

- Checks each mailer provided by Team Leader to ensure they are the same type. Removes the irregulars to "Not Processed" table box:
    - Email vice digital
    - Unused
    - FWABs

- Records number of mailers provided by the Team Leader on the Mailer Count worksheet.

- Compares name on *Statement of Absentee Voter* to voter's information label. Places mismatches in "Not Processed" box

- Examines *Statement of Absentee Voter* for material omissions. Places mailers with material omissions in "Not Processed" table box.

- Notes special instruction on voter information label: Needs Assistance (NA)

- Scans bar code or inputs name into VERIS to locate correct voter.

- Updates voter's ballot status in VERIS: "Marked" and "Pre-processed".

- Manages Check-In and Not Processed mailers as appropriate.

- Records mailer counts on "Mailer Count Worksheet": Processed mailers and Not Processed mailers. Reconciles counts. Completes Totals at end of shift.

Mailer Check-In Functions: Initial Mailer Review and Count

The Mail Receiving team will pre-sort mailers according to type: domestic digital, UOCAVA digital, dropbox digital, or email. At the start of each workday, the sorted mailers will be transported to the mailer check-in workroom in red plastic trays. The red trays will be labeled with a bundle # and the date the mailers were received. The trays will be distributed to the mailer check-in staff by the team leader.

Upon delivery of a tray of mailers, **The Mailer Check-In Staff** will:

1. Count out a set of 50 mailers from the red tray. Record this number in the "Mailers at Start" column – Set 1. (Figure 11) on the Mailer Count Worksheet.

2. Remove mis-sorted mailers. Domestic digital, UOCAVA digital, dropbox digital, and email mailers must be kept separate. Place any mis-sorted mailers in "Not Processed" table box

3. Remove Federal Write-in Absentee Ballots (FWABS); place in "Not Processed table box

4. Remove all unused and void mailers in the set; place in "Not Processed" table box.

Figure 11 – Mailer Count Worksheet

Mailer Check-In Functions: Evaluating Return Mailer Information

1. Working with the set of approximately 50 mailers, select the first mailer. Verify that the authorized absentee voter has returned the ballot. To do this, compare the voter information label to the *Statement of Absentee Voter*. Both of these components appear on the reverse side of the return mailer. If the information is a mismatch, place mailer in "Not Processed" table box.

2. Next, review the *Statement of Absentee Voter* carefully to see if it has been properly and fully filled out by the voter. If there are blank spaces or something does not look right, refer to the "material omissions" chart. There is a copy in this manual, Appendix A, and a copy is at your workstation. If the *Statement of Absentee Voter* contains any material omissions, place it in the "Not Processed" table box.

3. Then, review the voter information label to determine if any special circumstances are present. If the voter information label indicates NA (Needs Assistance), voter may need to include additional documentation.

    - If voter information label indicates "NA" (Needs Assistance**)**: A blue Request for Assistance form may be included in the mailer. You may **not** open the mailer to check for this form. Place this mailer in the "Not Processed" table box.

    - However, if voter signed the *Statement of Absentee Voter,* perhaps he no longer requires assistance. Did the voter correctly complete the voter statement, <u>including signature</u>? If yes, then this mailer may be checked in.

4. Continue the above steps to evaluate the remaining mailers in the set.   At this point, you have verified that the voter information label matches the *Statement of Absentee Voter* **AND** you have determined that the *Statement of Absentee Voter* contains no material omissions for all or some of the 50 voters in the original set. You may now check these voters into VERIS.

5. IMPORTANT!   IMPORTANT!   IMPORTANT!

    Determine whether the submissions in the set have scannable bar codes on the voter information labels (domestic/UOCAVA) OR have no bar codes (email). This determination will influence how the voter is checked in to VERIS.

    ➢ Submissions containing voter information labels with scannable bar codes will be BATCH scanned.

    ➢ Submissions without scannable bar codes must be checked in individually.

Using VERIS

➢ Login Procedures
- Fairfax County network
- VERIS data base

➢ Updating a voter's ballot status in VERIS
- Checking in mailers with barcodes (Batch Scanning)
- Checking in mailers without barcodes (Individual Check-in)

Using VERIS: Login Procedures

Login to Fairfax County:

Log onto the Fairfax County network using your **county** logon credentials: username and password (Figure 12)

Log into Fairfax County system using your FxC username and password.

If your name does not appear in the user's list in center screen, click "other user", in bottom left-hand corner, then log in.
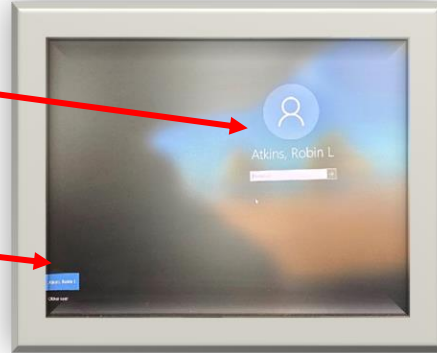
Figure 12 – Login to Fairfax County Network

Login to VERIS:

- Once you have successfully logged into the Fairfax County network, select the VERIS2FA icon, usually located on the *left* side of the computer screen. (Figure 13)
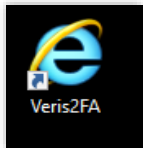
Figure 13 - VERIS2FA icon

After selecting the VERIS2FA icon, the VERIS sign-in page will appear.   (Figure 14)

- Log into VERIS using your VERIS username and password.
    - Enter your first and last name as it appears in your FxC email address
    - Enter your VERIS password
    - Select "Sign In"

- A message will be sent to your cell phone using the Okta Verify App.

- Confirm logon request using the Okta Verify app on your cell phone.
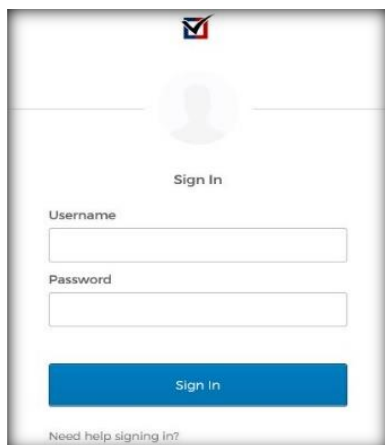
Figure 14 – VERIS Sign-In Page

After confirming the Okta app request, you'll land on the **Notice and Warnings** screen. (Figure 16)
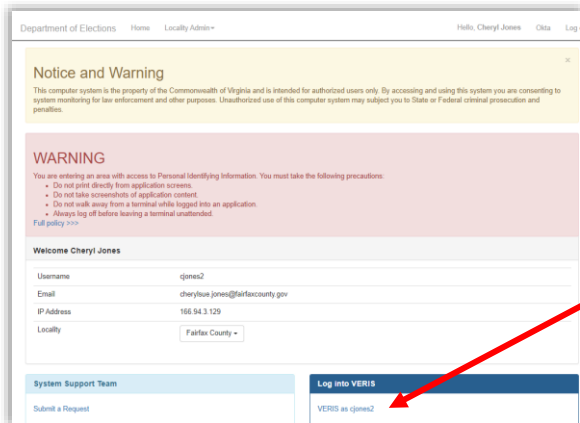
- Locate the "Log onto VERIS" box in the lower right corner.

- Click on your name.

- This will take you to the VERIS homepage

Figure 16 – VERIS Warnings Screen

Figure 17 – VERIS Home Page

VERIS User Acknowledgement

You will receive a prompt:
"By accessing and using this system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of this computer system may subject you to State or Federal criminal prosecution and penalties."

Read the prompt when you sign in, and, if you agree with the terms, click the checkbox and click Submit Acknowledgement.

Batch scanning is utilized when a set of mailers all have scannable bar codes on the voters' information labels. These will typically be domestic and UOCAVA submissions. It is the VERIS check-in procedure that you will use most frequently for mailer check-in operations.

During batch scanning, you will be checking in voters in groups of ten, updating their statuses, and then saving the change for the entire group at one time. The ability to save the changes for an entire group of 10 voters at one time allows for a more efficient use of VERIS.

On the VERIS home page (Figure 17), find the "Absentee" menu in the navigation bar. On the drop-down menu select **"AB Batch Receipt – without IDs"**. (Figure 17A)

Figure 17A – VERIS Home Page Navigation

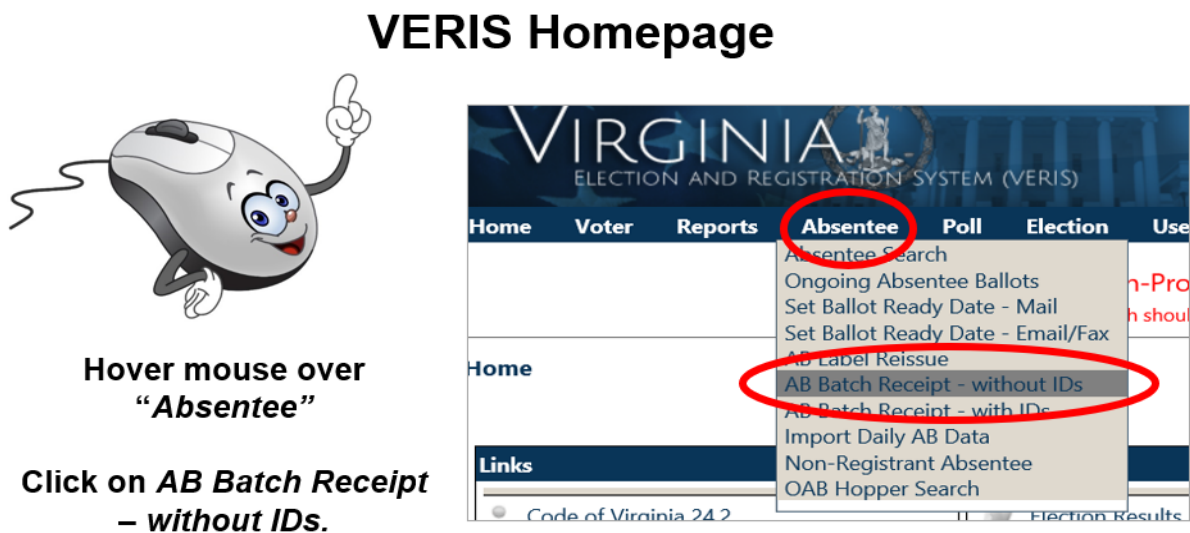The following screen will appear (Figure 17B). Ensure that:

- The *Date Received* field displays the correct date (date received in office). Use the calendar icon to make a change, if necessary

- The *Received by Method* reads "Mail" (for mailed-in submissions) or "Drop Off" for (drop box submissions.

Figure 17B – VERIS Date and Received by Method page

You are ready to check in the first voter.

At this point, you have received a set of 50 mailers. Mailers will be of the same type (digital by mail/digital by drop box) and will be from the same *Received Date* and have the same *Received by Method.*

You have completed the following actions:

- Mis-sorted mailers were placed in the "Not Processed" table box.

- Each mailer has been evaluated to determine if the authorized voter completed the Statement of Absentee Voter (Does the voter statement match the voter information label?) Mismatches were placed in the "Not Processed" table box.

- *Statements of Absentee Voters* were reviewed. Any *Statements of Absentee Voter* with material omissions have been placed in the "Not Processed" table box

The remaining mailers are ready for check-in.

1. Scan the barcode on the first mailer.

   - The voter's name appears on the VERIS screen (Figure 18). Ensure that you have located the correct voter.

   - Ensure that the *Status* field indicates "Marked" and that the *Status Reason* field reads "Ballot Returned". Important: If the status field reads anything other than "Marked" place the mailer in the "Not Processed" table box.

   - Note the count on the screen indicates 1.
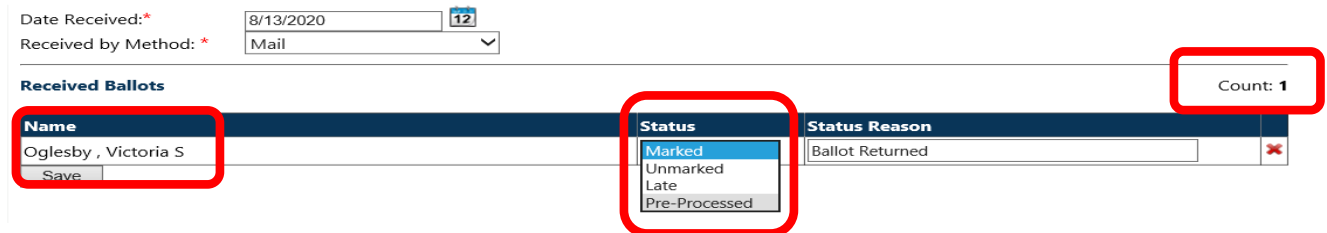
Figure 18

2. Continue scanning mailers (10 mailers at a time). The list of voters will grow as you scan each mailer.

   - Place the scanned envelopes in a pile separated from the mailers awaiting scanning.

3. After 10 mailers are successfully scanned, review the screen.

- Ensure that "Marked" appears after each voter's name (Figure 19).
- Count is 10
- <mark>Select "Save".</mark> **This step is critical.**
- Place mailers in "Saved in VERIS" table box.
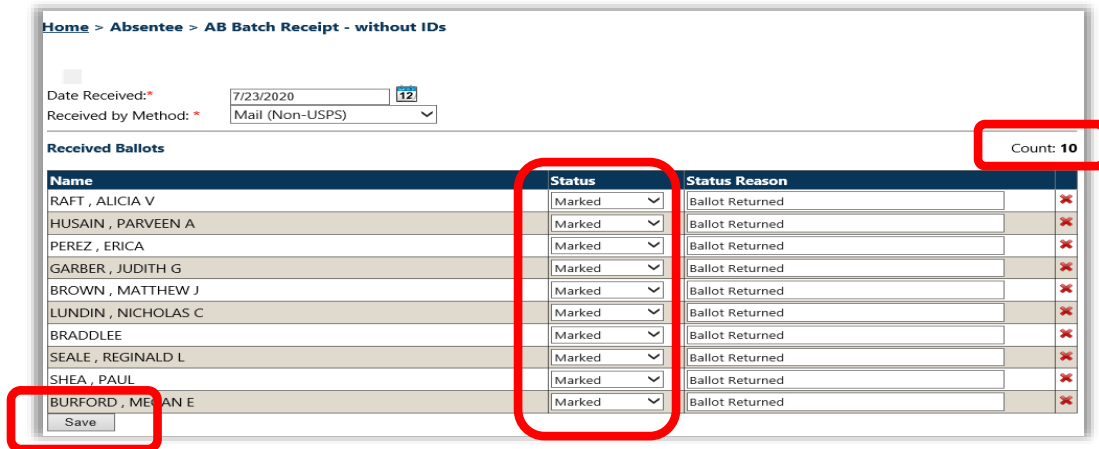
Figure 19

4. Continue scanning the remaining mailers in the set until each voter's ballot status has been updated to "Marked". Place each group of 10 scanned mailers in the "Saved in VERIS" table box.

5. After all mailers in the set have been scanned, remove mailers from the "Saved in VERIS" table box. These mailers must be re-scanned; the ballot status for all voters must now be updated to "Pre-Processed". A "Pre-Processed" status indicates that the voter has fulfilled all the requirements for the ballot to be counted.

6. Re-scan the first mailer. (See Figure 20)
- Note Count is 1
- Verify voter's name
- Ensure that ballot status is now "Pre-Processed".
- Place mailer, facedown, in a separate pile.
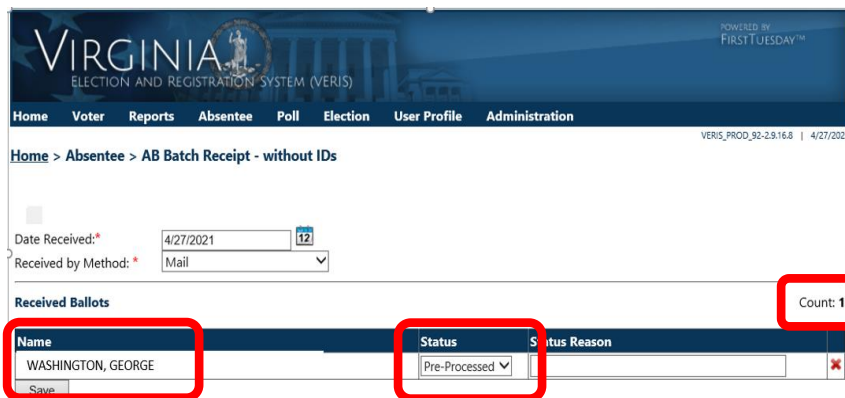
Figure 20

7. Continue re-scanning until count reaches 10. (Figure 21)

- Verify Count is 10

- Verify that each voter's ballot status indicates "Pre-Processed".
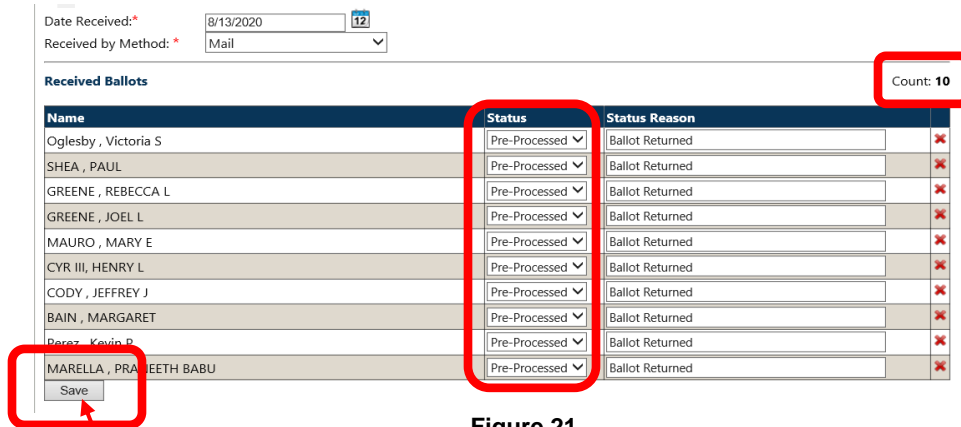
Figure 21

8. <mark>Select "Save".</mark> **This step is critical.**

9. Continue re-scanning the remaining mailers (by groups of 10) in the set until each voter's ballot status has been updated to "Pre-Processed". Place each group of 10 scanned mailers in the "Saved in VERIS" table box.

10. When the scanning process is complete for all mailers in the set (i.e. the ballot status of all voters is "Pre-Processed"):

- Count the scanned mailers and record number on the Mailer Count worksheet in the "Processed Mailers" column. (See Figure 11)

- Rubberband the scanned mailers and place in green "Completed Bundles" tray.

- Count mailers in the "Not Processed" table box. Record this number in the "Not Processed column of the Mailer Count worksheet. Wrap these mailers with a sheet of paper. Write the Bundle # and Set # on the paper. Return this wrapped group of Not Processed mailers to the table box.

- Ensure that Processed Mailers + Not Processed Mailers = Mailers at Start

Keep in mind:

During scanning, VERIS periodically will show the "First Tuesday" server error (Figure 22). This screen indicates that one or more mailers in the group of 10 just scanned was not saved in the database.

If this screen appears, notify the team leader to clear the error. Then the entire group must be re-scanned.

The "no more than 10 rule" was set to minimize the time spent on re-scanning. Better to re-scan 10, than all 50!
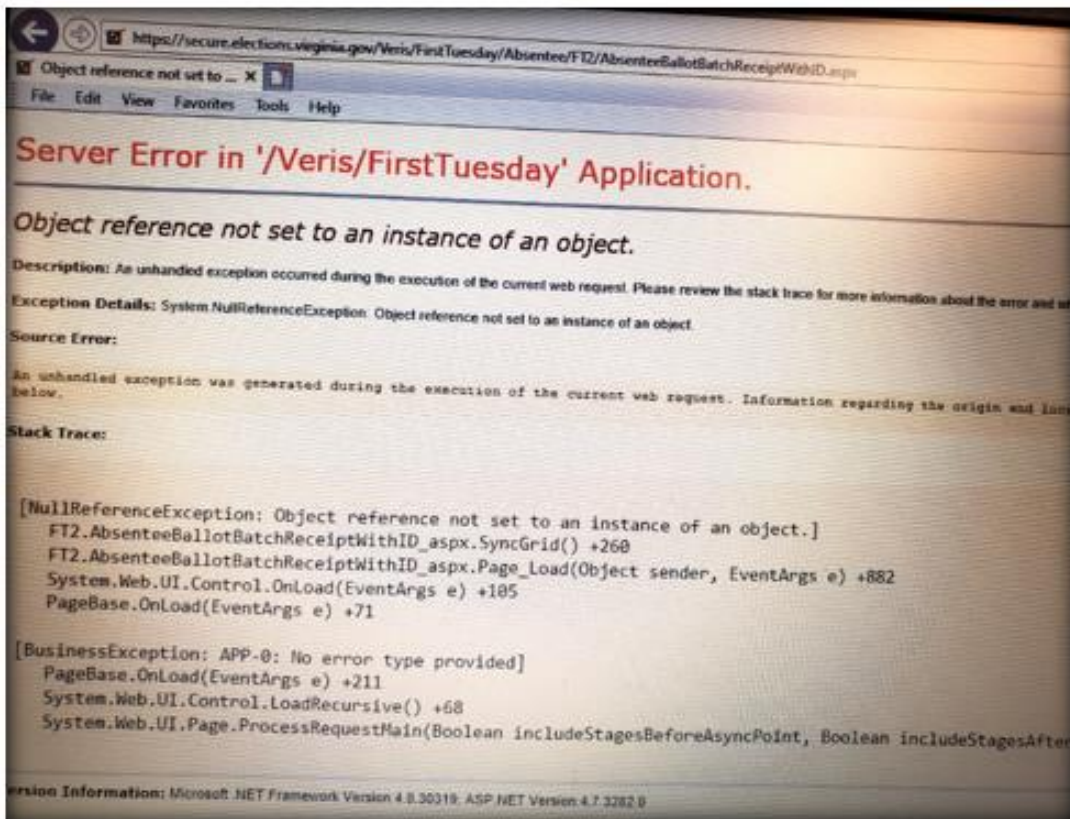
Figure 22 – VERIS Error Message

Using VERIS: Checking in Mailers without Barcodes (Individual Check-in)

Depending upon the type of submission returned by the voter, it may be necessary to check in some voters individually. Batch scanning is not appropriate when the voter has returned an email ballot (without a scannable bar code) or if the bar code on the preprinted voter's information label is unreadable.

When these types of mailers arrive at the office of election, the voters must be checked into VERIS one voter at a time.

On the VERIS homepage, place your cursor on "Voter" in the navigation bar," then click "Voter Search" on the dropdown menu – (Figure 23).

Figure 23 – "Voter Search" on Voter Dropdown Menu

The Voter Search Page will appear on screen – (Figure 24).

Figure 24 – Voter Search Page

Un-check "statewide search" so you only search in Fairfax County and thus reduce the search time.

Fairfax County CAP Processing Manual 9/2021

You are now ready to check in the first mailer.

1. You have received a set of 50 mailers. Typically, this will be a set of email submissions, all received on the same date. Voters may use a standard mailing envelope to submit their ballots or they may use the return mailer template provided by the Office of Elections.

    You may only check in voters whose return mailers contain the *Statement of Absentee Voter* on the outside of the mailer. You may not open the return mailer to access the voter's statement.

    You have completed the following actions:

    - Placed mis-sorted mailers in the "Not Processed" table box.

    - Reviewe*d Statements of Absentee Voters.* Any *Statements of Absentee Voter* with material omissions were placed in the "Not Processed" table box

2. For the remaining mailers, the *Statements of Absentee Voters* contain no material omissions. To check these voters into VERIS:

    - Select the first mailer.
    - Type the voter's last and first names into the appropriate search fields. (Figure 25)
    - Select "Search" at the bottom left-hand corner of the page.

Figure 25 – Voter Search Page

Search results will appear at the bottom of the page.

3. Select the correct voter in the search results list. (Figure 26)

Figure 26– VERIS Search Results

4. After selecting the correct voter in the search results, the voter's overview page appears. (Figure 27)

Figure 27 – Voter Overview Page

Confirm the following:

- Did you locate the correct voter? Did this voter complete the *Statement of Absentee Voter*?
- Is this the correct election? If there is a discrepancy, click on the dropdown menu and select the correct election.
- Was this voter "Issued" a ballot for the November 2021 election? Verify that the status is "Issued".

If you can answer YES to all the above questions, click on the pencil icon closest to the "Issued" status.

5. Clicking on the pencil icon brings up the Voter's Overview page. (Figure 28)

Figure 28 – Voter Overview Page

- Confirm:
    - o Correct election
    - o Correct *Received Date* and *Received by Method.* Edit if necessary.

- Change status from "Issued" to "Marked" using the dropdown menu..

- Select "Save" in the lower left-hand corner. A confirmation screen appears. (Figure 29)

Figure 29– "Marked" Confirmation Screen

- Ensure that the confirmation screen indicates "Marked" in the Status field.

- Note the pencil icon in the "Marked" status row.

6. Click on the image of the pencil. Ensure that you are selecting the pencil in the same row as the "Marked" ballot status. (Figure 26) The voter's Overview Page will again appear.

7. Using the dropdown menu, change the ballot status from "Marked" to **"Pre-Processed**." (Figure 30)

Figure 30 – Select "Pre-Processed"

8. Ensure "Pre-Processed" now appears in the window.   ****Important: Click Save!****   (Figure 31)

Figure 31 – Click "Save."

9. Ensure "Pre-Processed" appears in the status field on the confirmation screen. (Figure 32)

Figure 32 – "Pre-Processed" Confirmation Screen

10. Upon confirmation of the voter's "Pre-Processed" status, place a green checkmark on the side of the mailer with the voter statement.

11. Place mailer in "Saved in VERIS" table box.

12. Check the next voter into VERIS using all the preceding steps.

13. When the check-in process is complete for all mailers in the set (i.e. the ballot status of all voters is "Pre-Processed"):

    - Remove the mailers from the "Saved in VERIS" table box. Count the checked-in mailers and record number on the Mailer Count worksheet in the "Processed Mailers" column. (Figure 11)

    - Rubberband the checked-in mailers and place in blue "Completed Bundles" tray.

    - Count mailers in the "Not Processed" table box. Record this number in the "Not Processed column of the Mailer Count worksheet. Wrap these mailers with a sheet of paper. Write the Bundle # and Set # on the paper. Return this wrapped group of Not Processed mailers to the table box.

    - Ensure that Processed Mailers + Not Processed Mailers = Mailers at Start

At the end of the day:

1.   Compile the Mailer Count worksheet totals. Reconcile counts.

   - Remember: Processed Mailers + Not-Processed Mailers = Mailers at Start.

2.   Give the wrapped Not Processed mailers to the Team Leader.

3.   Log out of VERIS and the Fairfax County Network.

4.   Assist the team leader to ensure that

   - No mailers have been left on tables or in collection boxes.

   - All mailers have been properly stored in the appropriate "Completed Bundles" trays.

5.   Tidy up and sanitize your workspace. Dispose of any trash.

   .

Please stay in the preprocessing room until released by the team leader.

Thank you, Mailer Check-In Team!

Glossary

Absentee ballot (AB)

A ballot provided to voters who choose to vote prior to election day and will return their ballot by mail or drop box. Voters apply for a ballot which must be returned to the Fairfax County Office of Elections by the close of the polls. In Fairfax County, voters may also vote absentee in person at special locations prior to elections.

Absentee ballot applicants list (ABA list)

The list of voters who applied for and were issued absentee ballots. In-person absentee voters are included on list.

Absentee ballot application

The form used to request an absentee ballot by a voter who wishes to vote prior to election day. The application must be approved before a ballot is issued to the voter.

Authorized Representative

An authorized representative working for a candidate or political party, who is allowed to observe the election operation inside the precinct or CAP. Required to have an authorization form signed by the political party or candidate and wear an identifying badge issued by the chief.

Central Absentee Precinct (CAP)

Located in the Fairfax County Government Center, CAP is the precinct responsible for processing all absentee ballots, whether mailed or voted in person.

Congressional district

A territory comprised of several precincts and represented by a particular U.S. congressman.

Cured voter submission

A voter submission initially submitted with material omissions which was resubmitted with corrections, allowing it to be counted.

Digital not scanned (DNS)

A paper ballot intended to be read by a digital scanner but, for some reason, it cannot. Among the causes are: overvoting, stray marks, unclear marks and ballot damage. Votes on DNS ballots must be counted by hand.

Digital scan voting machine

A voting machine that electronically scans ballots to record images and tabulate votes. The DS200 machines automatically deposit scanned/read ballots into a ballot security case and the DS850 machine places them in bins/trays.

Digitally scanned ballot

A paper ballot that is read by a digital scanner.

Domestic ballot

An absentee ballot issued to U.S. residents. This is the most common type of ballot processed by CAP.

Drop box

A secure box placed at each polling place (including early voting locations). Voters may place sealed absentee ballots in the drop boxes. The sealed ballots are collected and then counted in CAP-AB.

DS200:

The model of digital scan voting machine used in the precincts and for in-person absentee voting.

DS850:
> The model of high-speed digital scan voting machine used at CAP. It can scan up to 150 ballots at a time in about 30 seconds.

Electoral Board
> Consists of three members appointed by the judges of the circuit court for staggered three-year terms. The majority on the board represents the party of the governor. The electoral board is responsible for appointing the general registrar, establishing local policies, ascertaining the results of each election, and meeting to determine whether provisional ballots are entitled to be counted. The board may visit polling places on election days.

Email ballot
> A ballot that is emailed to an overseas voter and returned to the Office of Elections.by regular mail.

Federal election only (FEO) ballot
> A ballot containing only contests for federal office, used by U.S. citizens residing indefinitely overseas.

Federal Write-in Absentee Ballot (FWAB)
> A ballot used by voters covered under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) generally as a backup ballot in case their original ballot (provided by the Office of Elections) does not reach the office in time to be counted on Election Day, or if the original ballot fails to arrive.

Handcount ballot
> A ballot that cannot be read by a voting machine and must be tallied by hand.

HAVA - **Help America Vote Act** (2002)
> A national law mandating that all states upgrade voting machines, and registration and election procedures to enable all qualified Americans to access their right to vote. Because a HAVA voter has registered by mail they must show specific identification (ID) required by the federal government when voting for the first time in a federal election.

In-person absentee voting
> Voting absentee in person at the Government Center or satellite location rather than by mail-in ballot.

"Issued" status
> Indicates a ballot that has been provided to the voter by the Office of Elections.

Mailer
> The envelope the voter uses to return the B envelope (containing a ballot) to the Office of Elections.

Mailer Count Worksheet
> Form used in mailer check-in to keep track of which mailers have been processed, the number of mailers in each bundle and, of those, the number that are processed and not processed.

"Marked" status
> A voter's status notation in the electronic pollbook and/or in VERIS indicating that a voted (i.e., "marked") absentee ballot (as compared to "unused") has been received by the Office of Elections.

"On machine" status
> The status notation in the electronic pollbook and/or in VERIS indicating that the voter has voted absentee in person.

Precinct
> The geographical area that is designated as an election district within the county.

"Pre-Processed" status
> The status notation in the electronic pollbook and/or in VERIS indicating that the voter's ballot was checked in during preprocessing.

Pre-processing

Mailed-in absentee ballots are reviewed and checked-in in advance of Election Day. Pre-processing includes extraction of ballots from mailers and scanning of ballots (but vote counts are not tabulated until Election Day).

Provisional ballot

A ballot completed by voters whose eligibility to cast a ballot cannot be confirmed through the registrar's office, who do not appear to be qualified to vote in that particular precinct, or who do not have acceptable ID. These must be evaluated by the Fairfax County Electoral Board to determine disposition.

Rejected ballot

An absentee ballot that cannot be accepted because information provided by the voter on the B envelope or FWAB affirmation is incorrect or incomplete, or the required supporting documentation is missing.

Scan team

A group of election officers trained and assigned specifically to scan ballots on the DS850 in CAP on Election Day.

Scanning room

Specially designated location of ballot scanning operations in CAP.

State Board of Elections

Consists of three members appointed by the governor for four-year terms. The majority on the board represents the party of the governor. The board coordinates the work of and provides training for local electoral boards and registrars, and establishes policies and procedures to ensure uniformity in the conduct of elections throughout the Commonwealth of Virginia.

Statement of Results (SOR)

The certification paperwork that is prepared by chief election officers after the polls close to reconcile and report the vote counts.

Timesheet

Form used by Fairfax County staff to record hours worked each day during a pay period.

Undeliverable ballot

Unused absentee ballot returned to Office of Elections by the U.S. Postal Service.

Unused ballot

Ballot returned in its unopened A Statement of Absentee Votery the voter to the Office of Elections or a polling place.

UOCAVA

Uniformed and Overseas Citizens Absentee Voting Act. A UOCAVA absentee ballot is a domestic ballot emailed or mailed to military personnel and civilians residing overseas. The return mailing envelope provided to voters who receive ballots by mail is printed in red.

VERIS

Virginia Election and Registration Information System, used to manage the statewide voter database.

Voided ballot

Ballot that is not qualified to be accepted nor to be declared unused or rejected (e.g. a voter's second ballot).

The following image depicts the work flow of the Mailer Check-In process, from initially receiving mailers through completion of one bundle of mailers.

Mailer Check-In: The Big Picture

Receive mailers → **Remove** mis-sorted mailers → **Review/Evaluate:**
1. Correct voter?
2. Material omissions?
3. Request for Assistance (NA)?

→ **Remove** not processable

VERIS Check-in
Digital Ballots: Scan bar code
Email ballots: Enter voter name

Verify voter's identity
Select Receive Date and Received By Method

Update ballot status twice
1. Marked
2. Pre-processed
SAVE CHANGES

Verify "Process Complete": Place green checkmark on mailers →
Complete Mailer Count **Worksheet** →
Receive more mailers

Appendix B: Material Omissions

A. Pursuant to the requirements of § 24.2-706 of the Code of Virginia, a timely received absentee ballot contained in a Statement of Absentee Voter shall not be rendered invalid if it contains an error or omission not material to its proper processing.

B. **The following omissions are always material and any Statement of Absentee Voter containing such omissions shall be rendered invalid if any of the following exists:**

   1. Except as provided in subdivisions C 2 and 3 of this section, the voter did not include **his full first name**;

   2. The voter did not provide his **last name**;

   3. The voter omitted his **generational suffix** when one or more individuals with the same name are registered at the same address, and it is impossible to determine the identity of the voter;

   4. The voter did not provide his house number and street name or his rural route address;

   5. The voter did not provide either his **city or zip code**;

   6. The voter did not **sign** Statement of Absentee Voter; or

   7. The voter's **witness** did not sign Statement of Absentee Voter.

C. The ballot shall **not** be rendered invalid if on the Statement of Absentee Voter:

   1. The voter included his full name in an **order other than "last, first, middle";**

   2. The voter used his **first initial** instead of his first full name, so long as the voter provided his full middle name;

   3. The voter provided a **derivative of his legal name** as his first or middle name (e.g., "Bob" instead of "Robert");

   4. If the voter provided his first name and last name, the **voter did not provide a middle name** or a middle initial;

   5. The voter did not provide his residential **street identifier** (Street, Drive, etc.);

   6. The voter did not provide a **zip code**, so long as the voter provided his city;

   7. The voter did not provide his **city**, so long as the voter provided his zip code;

   8. The voter omitted the **date**, or provided an incorrect or incomplete date on which he signed Statement of Absentee Voter; or

   9. The ballot is **imperfectly sealed within Statement of Absentee Voter**, provided that the outer envelope with Statement of Absentee Voter and the ballot arrived sealed.

10. The **illegibility** of a **voter's or witness' signature** on an Statement of Absentee Voter shall not be considered an omission or error.

D. For the purposes of this regulation, "city" may include the voter's locality, town, or any acceptable mailing name for the five-digit zip code of the voter's residence.

E. Whether an error or omission on an Statement of Absentee Voter **not specifically addressed by this regulation** is material and shall render the absentee ballot invalid shall be **determined by a majority of the officers** of the election present.

Statutory Authority

§ 24.2-103 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 28, Issue 17, eff. April 3, 2012; amended, Virginia Register Volume 29, Issue 23, eff. June 26, 2013; Volume 31, Issue 2, eff. September 4, 2015.

UOCAVA Mailers only

Provided that the identity of the voter can be determined, **complete omission of printed name** from the UOCAVA Mailer should **not** necessarily be considered material or require rejection of the ballot.

2021 Mailer Check-In Material Omissions Chart

	If the voter:	Not Processed	Accept
Name	Omitted **first name or first initial** (NA for UOCAVA)	✖	
	Omitted **middle name or initial <u>but</u>** full first and last name listed. (NA for UOCAVA)		✔
	Omitted **last name**. (NA for UOCAVA)	✖	
	Names are not in last, first, middle order.		✔
	Wrote the **initial** of first name instead of full first name, **but full middle name** is provided. (NA for UOCAVA)		✔
	Omitted generational suffix. If the voter name and suffix on the voter information label do not match the *Statement of Absentee Voter, place mailer and all contents in the "Not Processed" table box*.	✖	
	Wrote a **derivative of legal name** as his/her first or middle name (e.g. "Bob" instead of "Robert") (NA for UOCAVA).		✔
	The name on the voter information label and the name on the *Statement of Absentee Voter* are <u>not identical.</u> If staff are <u>**satisfied that the two names are the same person**</u>. (e.g. VERIS name is William Daniel Jones, but the voter wrote "Bill D. Jones"). (NA for UOCAVA)		✔
Address	Omitted **house number and street** name or rural address. (NA for UOCAVA)	✖	
	Omitted **street identifier** (Street, Rd., etc.) (NA for UOCAVA)		✔
	PO box or "PMB" listed in <u>EPB</u> for "residence" address.	✖	
	Omitted **both, city <u>and</u> zip** code. (NA for UOCAVA)	✖	
	Omitted **zip code**, but the city is listed (NA for UOCAVA).		✔
	Omitted **city**, but the **zip code** is listed (NA for UOCAVA).		✔
Signature	The **signature** of the voter and/or witness is illegible.		✔
	"Needs Assistance" form requested. Voter **did sign** Statement of Absentee Voter.		✔
	Omitted a **witness signature (unless directed otherwise by chief).**	✖	
Additional Required Documents	**Affidavit for Cured Ballot** is included with no material omissions.		✔
	"Needs Assistance" form requested. Voter **did not** sign *Statement of Absentee Voter*.	✖	
	"ID required" - Place in "Not Processed" table tray.	✖	
Miscellaneous	Clearly **incorrect or missing date.**		✔
	EMAIL - Returned *Statement of Absentee Voter* **"improperly sealed"** <u>inside</u> return mailer.	✖	
	EMAIL - Voter did not provide a printed name or date on the Statement of Absentee Voter. (Note - Email only voter signature and signature of witness are required).		✔
	Was <u>not</u> issued an AB.	✖	
	UOCAVA - Voter did not provide a printed name on the *Statement of UOCAVA Absentee Voter*. (Note - UOCAVA only voter signature and signature of witness are required).		✔
	Postmarked by election day or postmark missing/illegible.		✔

** Witness signature is required for November 2021 election.