

WSC ADVISORY #2026-003
RESPONSIBILITIES OF WAIVER SUPPORT COORDINATORS (WSC)
RELATED TO CLIENTS' VOTER REGISTRATION AND
PERSON CENTERED SUPPORT PLANS

ACTION REQUIRED

EFFECTIVE DATE: IMMEDIATELY

The Agency for Persons with Disabilities (APD) is designated as a voter registration agency under the National Voter Registration Act (NVRA) and Chapter 97, Florida Statutes, and incorporated in Rule 1S-2.048, Florida Administrative Code. This designation requires APD to provide every applicant or client with the opportunity to register to vote, update their voter registration information, and change their voter registration address when they apply for services, renew those services, or have an address change.

At the annual support plan meeting for waiver clients, Waiver Support Coordinators (WSCs) and Consumer Directed Care Plus (CDC+) Consultants must share the link to the National Voter Registration Act Preference Form/Application (Form DS-DE-77) which is found on the signature page of the Person-Centered Support Plan (PCSP) at <https://dos.fl.gov/elections/forms-publications/forms/>. Please ensure that the client or legal representative is provided with the signature page that includes this information, confirms review of this information, and communicates if additional assistance is needed from APD.

Effective immediately, if a waiver client requests assistance with voter registration or updating their voter registration record, the WSC/CDC+ Consultant should immediately notify the APD Regional Voter Registration Liaison in writing via an encrypted email. The Regional Voter Registration Liaison will reach out to the waiver client within one business day to provide the requested assistance.

Here are some reminders to help ensure that voter registration is properly documented in the PCSP:

- Be sure to use the current version of the PCSP form in APD iConnect when conducting the annual support plan meeting.
- Save the PCSP in Pending status and update throughout the year as needed.
- When a new PCSP is created, please ensure that the status of the previous PCSP is changed to Completed status.
- Upload the signed signature page (including the Voter Registration section in its entirety) to APD iConnect, and update the Note as follows:
 - **Note type:** Support Plan
 - **Note subtype:** Signature Page

Click [here](#) for a list of the APD Regional Voter Registration Liaisons.