Absentee Ballot (AB) Administration
Tasks to be Completed by Dakota County Elections

Absentee Ballot Applications
- Identify permanent absentee voters through SVRS
- Mail applications to permanent absentee voters
- Accept absentee ballot applications by mail, email, fax, or online. May also be delivered in bulk from OSS.
- Sort and open incoming mail for AB applications
- Date stamp applications and check for accuracy, inducing DOB and signature
- Scan applications to create an electronic copy
- Perform data entry to record the request in SVRS and upload scanned application to the AB record
- Perform quality control to ensure all scanned absentee ballot applications are attached to AB record
- Photocopy applications that are requesting an absentee ballot for future elections and save for processing at a later date
- Upon receipt of an incomplete application, generate a form letter, highlight the missing fields, and return to voter for completion
- Upon receipt of a duplicate application, research further and spoil the previous ballot if necessary

Absentee Ballot Fulfillment
- Generate report from SVRS to identify absentee ballot requests
- Routinely monitor SVRS to ensure all absentee ballot requests are fulfilled according to statutory deadlines
- Prepare the ballot packet, to include the signature envelope and all inserts
- Identify the correct ballot to be included and enclose ballot into packet
- Perform quality control to ensure enclosed ballot is correct for the voter's precinct
- Seal ballot packet and meter to apply appropriate mailing costs
- Transfer to the Post Office for mailing

Safe at Home
- Coordinate all Safe-At-Home requests received through the OSS
- Provide OSS with ballots to fulfill each request
- Manage intake of ballots and securely store
- Present all returned ballots to the AB Board

Health Care and Residential Facilities
- Identify facilities using MN Department of Health website filings
- Mail letters to all facilities
- Update facilities in SVRS
- Process Certified List of Employee of Residential Facilities and upload copies to SharePoint
- Prepare training and provide in iTacit
- Generate master lists and upload them to SharePoint

UOCAVA
- Identify UOCAVA voters by application type (FPCA)
- If application is received via mail, input into SVRS and select deliver type (Mail or Email Ballot)
- If online application, review and submit through SVRS
- Prepare materials and ballots
    - By-mail ballots
        - Prepare the ballot packet, to include the signature envelope and all inserts
        - Identify the correct ballot to be included and enclose ballot into packet
        - Perform quality control to ensure enclosed ballot is correct for the voter's precinct
        - Seal ballot packet and meter to apply appropriate mailing costs
        - Transfer to the Post Office for mailing
    - Emailed ballots
        - Complete process in SVRS for UOCAVA emailed ballots
        - Verify that correct materials and ballots are attached to UOCAVA emails
        - Send to voter through County UOCAVA email address
        - Scan incoming emailed ballots as received into SVRS and submit to AB Board
        - Duplicate the ballot so it can be read by the scanner

In-person Absentee Voting
- Preparation of postage-paid absentee materials for use at Cities & School Districts
- Identify locations for in-person absentee voting sites and manage contracts for facility usage
- Set up secure AB voting locations, to include all required phones, scanners, monitors, hardware, and software
- Schedule temporary staff to operate Dakota County-managed Absentee Voting locations
- Manage all aspects of hiring temporary staff to include recruitment, onboarding, training, and separation
- Manage all aspects of payroll of temporary staff to include completion of timecards, withholding of taxes, and distribution of paychecks
- Prepare and issue Agent Delivery and Return ballots
- Prepare and issue Early Voting at all AB voting locations
- Daily balancing of Early Voting ballots

Ballot Couriers
- Manage all aspects of hiring ballot couriers to include recruitment, onboarding, training, and separation
- Manage all aspects of payroll of ballot couriers to include completion of timecards, withholding of taxes, and distribution of paychecks
- Ensure party balance among tasks completed by ballot couriers
- Procure and maintain fleet vehicles for usage by ballot couriers
- Securely pick up absentee ballots on a regular basis from cities, school districts, and county service centers
- Document chain of custody for absentee ballots during pickup
- Deliver ballots to secure storage for further processing

Absentee Ballot Board
- Manage all aspects of hiring AB Board Members to include recruitment, onboarding, training, and separation
- Manage all aspects of payroll of AB Board Members to include completion of timecards, withholding of taxes, and distribution of paychecks
- Ensure party balance in every task conducted by the AB Board
- Schedule and facilitate AB Board meetings to ensure review of timely review of incoming ballots
- Assist Board with acceptance or rejection of absentee ballots and completion of paperwork
- Update SVRS to reflect ballot acceptance or rejection
- Assist Board with balancing ballots, running reports from SVRS, opening, duplicating (if necessary), and ICC scanning.

AB Rejects
- Update SVRS to reflect rejection
- Facilitate communication to voter
- Issue a replacement ballot, if applicable
- Replacement ballots will be returned by mail to Dakota County

Spoiled or Lost Ballots
- Update SVRS to reflect spoiled or lost ballot status
- Facilitate communication to voter
- Issue a replacement ballot, if applicable
- Replacement ballots will be returned by mail to Dakota County

Late or Unreturned Absentee Ballots
- Manually add voting history for regular and UOCAVA voters whose ballots were rejected by the AB Board (rejected absentees are considered a vote for the purpose of continuing registration).
- Manually add voting history for regular and UOCAVA voters whose ballots were received too late to be counted and who did not otherwise vote in the election (absentee ballots received too late are considered a vote for the purpose of continuing registration)
- Send notice of Absentee Ballot rejection if the voter did not otherwise vote in the State General election

Rosters and Greeter Lists
- Generate rosters in SVRS
- Submit to vendor for printing and delivery
- Upload electronic roster files to poll books
- Push out to the poll books supplemental reports of voters with ballots accepted after the roster files were generated
- Provide emergency kits for polling places with paper rosters

Reporting
- Absentee ballot results will be combined and uploaded with polling place results.
- Prepare and upload to SharePoint all statistics of AB ballots and AB Summary Statements

Storage

- Manage intake of ballots delivered to AB Board by ballot couriers
- Manage intake of ballots delivered via incoming mail
- Maintain secure storage while ballots are awaiting review and processing by AB Board
- Maintain secure storage after ballots have been accepted by AB Board
- Maintain secure storage after ballots have been scanned
- Transfer ballots to a municipality in the event of a recount
- Coordinate secure archival after the election and destruction after the statutory retention periods have passed