


★ Texas Secretary of State

Chapter 19 Funding & Voter Registration Postage






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Chapter 19 Overview





-  Legislation passed in 1966 established Chapter 19 funds after the poll tax was declared unconstitutional.
-  Upon enactment of the legislation, funds were originally deposited in the county treasury.
-  In 1987, Chapter 19 of the Texas Election Code was amended to require SOS to approve requests submitted by Voter Registrars prior to reimbursement.

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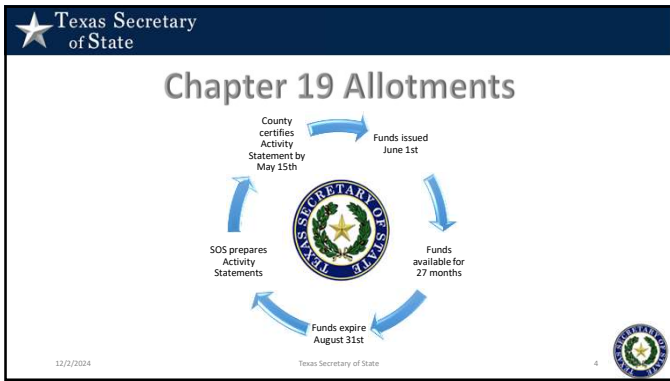
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Chapter 19 Overview

-  Chapter 19 funds are issued to counties to help defray costs in Voter Registration offices.
- Allotments are based on reimbursable changes to Voter Registration lists. 
-  Purchases are made at the county level, then a request for reimbursement is submitted to SOS. 

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Chapter 19 Overview

Comptroller imposes a deadline prior to August 31st for any documents or transactions for expiring appropriations.

To utilize funding that is set to lapse, all funding requests must be submitted to SOS prior to August 31st.

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Chapter 19 Overview

Remember:
Commissioners Court may not consider the availability of Chapter 19 funds in adopting the budget.

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New Legislation Affecting Chapter 19

HB 1217 amended Section 85.005 of the Texas Election Code, effective September 1, 2023, by removing the population bracket, and applying extended early voting hours to all counties regardless of population size.

As a result, HB 1217 allows for a county with a population of less than 55,000, to use Chapter 19 funding to defray the cost to the county of keeping the polling places open.

Texas Administrative Code Rule §81.13 (4) in Response to HB 1217:
 In elections where the county clerk is the early voting clerk and the commissioners court has not created a county election administrator, costs must be in consultation and agreement between the county clerk, or the county officer to whom election duties and functions have been transferred as defined in §31.091(1), Texas Election Code.

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Chapter 19 Overview

Requests for reimbursement must meet at least one of the following requirements:

Increase the number of registered voters.

Maintain or report an accurate list of registered voters.

Increase efficiency of the Voter Registration office through the use of technological equipment.

If the registrar's county has a population of less than 55,000, defray the cost to the registrar's county of keeping the polling places in the county open during the early voting period.

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Chapter 19 Reimbursable

Travel

- Airfare
- Mileage
- Car Rental
- Hotel
- Registration Fees
- Meals

VR Drives

- Tents
- VDR Supplies
- Advertisements
- Printing and Mailing of VR Applications

Temps

- Scan VR Applications
- Data Entry
- Send Confirmation Notices
- Maintain Voter Registration List

39 of 52 Weeks

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Chapter 19 Reimbursable

Technology	Equipment	NVRA
<ul style="list-style-type: none"> - GIS Software - Scanning Software - Dedicated Internet - ePollbook Software - Software License 	<ul style="list-style-type: none"> - Computers - Printers - Scanners - Fax Machines - ePollbooks 	<ul style="list-style-type: none"> - Printing/Postage for Confirmation Notices - Subscriptions to Maintain Accurate VR List

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Chapter 19 Non-Reimbursable

Chapter 19 funds may not be used to fund the normal day-to-day operation of the VR office

- Food items not related to travel
- Office Furniture
- VR drives promoting a particular candidate
- Duties required by law
- Promotional Items
- Permanent Employees

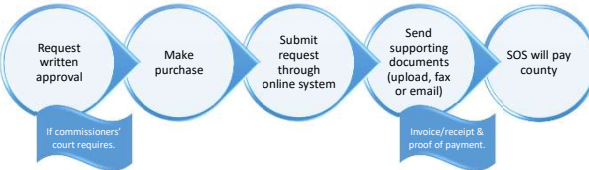
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Requesting Reimbursement



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Requesting Reimbursement

Purchase, Temporary Personnel, and Travel reimbursement requests must be submitted to the Secretary of State within twelve months.

Change to Texas Administrative Code Rule §81.15 (b): Chapter 19 requests must be received within twelve (12) months of payment to vendor or prior to the deadline described in paragraph (a), whichever comes first.

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Accessing the Elections Management & Reporting System (EMR)

Hover your cursor over "Elections & Voting" and select "Election Funds Management"



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Accessing the Elections Management & Reporting System (EMR)

Election Funds Management

What is Election Funds Management?
Election Funds Management is a section within the Elections Division which manages, processes and maintains three different election funding systems: Help America Vote Act (HAVA) grants, Voter Registration Chapter 19 and the Primary Finance Act.

- Help America Vote Act (HAVA)
- Voter Registration (Chapter 19 & VS Application Package)
- Primary Finance

Contact Information
Meeting Address:
Election Funds Management
Elections Division
Office of the Secretary of State

Click here to access the Voter Registration Page of our Website

Useful Funds Quick Links

- Help America Vote Act (HAVA)
- Voter Registration Chapter 19
- Primary Finance
- Texas Election Code
- Texas Administrative Code
- Texas Legislature
- Rule & Chapter 19 Funds
- Texas Reimbursement
- Website

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Business Reply 4511 Permit

Section 13.121 of the Texas Election Code requires official voter registration applications be mailed in a business reply postcard, with postage paid by the state.

The Code also requires SOS to obtain a Business Reply Mail (BRM) permit, which is renewed annually, from the US Postal Service for the use of the postage-paid applications.

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Business Reply 4511 Permit

All counties are authorized to utilize the 4511 permit to receive Voter Registration applications.

High volume counties are based on statistics from the most recent like voting year.

Account Maintenance fee paid by SOS for High Volume Counties

Less than 925 pieces will use Basic Business Reply Account

925 or more pieces will qualify for high volume

Checks will be mailed to counties but made payable to postmaster

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Business Reply 4511 Permit

Early Fall SOS will run report in TEAM to determine how many applications were received by mail in each county for the previous calendar year.

November SOS will renew the 4511 permit, email counties a copy with the authorization memo and mail checks to counties qualifying for "high volume" postage rate.

December Counties will present authorization memo to postmaster showing the renewal of 4511 permit. "High Volume" counties will also present Account Maintenance Fee.

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Requesting Postage for 4511 Permit

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USPS Enterprise Payment System Account

- The Enterprise Payment System (EPS) allows customers to pay for Postal products and services through a single account, called the Enterprise Payment Account (EPA).
- If the county creates an account, VR postage warrants from the state should be deposited into that account.

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Enterprise Payment System (EPS) Account Creation Fact Sheet






Source: <https://postalpro.usps.com/node/11840>

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Contact Election Funds Management

	Dan Glotzer Dglotzer@sos.texas.gov
	Mary Eliassen Meliasen@sos.texas.gov
	Clay Wilson Cwilson@sos.texas.gov
	Jake Salisbury Jsalisbury@sos.Texas.gov
	EFMAdmin@sos.texas.gov 512-463-5966

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