

3.8 Care Facilities

Special Voting Deputies (SVD) are required to serve a residential care facility if there are at least five registered electors of the municipality who are occupants of the facility and if there is at least one absentee ballot application from an occupant of the facility.

Retirement homes may be served by SVDs if the municipal clerk determines that a significant number of the occupants lack adequate transportation to the appropriate polling place, need assistance in voting, are age 60 or over, or are declared as indefinitely confined electors. Once the clerk has made this determination, the facility will be designated as a qualified retirement home which will require SVD service for all elections until the clerk makes a contrary formal determination as to the facility's eligibility for future SVD service.

In WisVote, only one care facility record should be assigned to an address unless the address has different unit numbers. Contact the G.A.B. Help Desk to setup a care facility record outside of your jurisdiction

Create a Care Facility Record

1. Click the Care Facilities tile
2. The Care Facility View page will open and display the default, "My Active Care Facilities" view
3. Click the +New button to add a care facility record

The screenshot shows the WisVote interface. On the left, the 'My Active Care Facilities' view is displayed with a table with columns for Name, Street Name, and City. A red box highlights the '+ NEW' button. On the right, the 'New Care Facility' form is shown with the following fields and values:

General	
Name *	Willow Creek
Street Name *	10 Main St
City *	Madison, WI
Postal Code *	53705
Served by SVD	<input checked="" type="checkbox"/>
Rooms	12
Jurisdiction *	CITY OF MADISON - DANE COUNTY

4. In the New Care Facility Information page, enter the name of the care facility
5. Enter the address of the care facility in the Street Name field
6. Enter the address, postal municipality, state and zip code of the care facility
7. If the care facility is served by Special Voting Deputies, select the Served by SVD checkbox
8. In the Rooms field, enter the number of available rooms (optional)
9. Click Save, to save the new care facility record and review the information or Save & Close to save the new care facility record and return to the Care Facility View page