

**Secretary of State****Proposed Permanent Rules Relating to the Safe at Home Program****8290.0100 DEFINITIONS.**

Subpart 1. **Terms.** Terms have the meanings given them by Minnesota Statutes, section 5B.02. For purposes of this chapter, the additional terms defined in this part have the meanings given them.

Subp. 2. **Actual address.** "Actual address" means a Minnesota residential street address, school address, or work address of an individual, as specified on the individual's application to be a program participant, program renewal application, certification continuance, or change of address ~~form~~ under this chapter.

Subp. 3. [See repealer.]

Subp. 4. **Application assistant.** "Application assistant" means a staff person designated by the secretary of state or a person employed by or a volunteer approved by a community-based program as defined in subpart 7 who has completed the training for application assistants approved by the secretary of state.

*[For text of subparts 5 to 9, see Minnesota Rules]*

Subp. 10. [See repealer.]

Subp. 10a. **Emergency.** "Emergency" means any condition or occurrence that physically interferes with the conduct of normal Safe at Home operations or that poses a current or imminent threat to the safety or security of Safe at Home staff or property. An emergency includes any of the following: fire; flood; earthquake; hurricane; wind, rain, or snow storm; labor dispute or strike; power failure; transportation failure; interruption of communication facilities; shortage of fuel, housing, food, transportation, or labor; robbery or attempted robbery; actual or threatened enemy attack; pandemic or epidemic; riot; civil

commotion; or other natural disaster or situation that significantly impacts Safe at Home operations.

Subp. 11. [See repealer.]

*[For text of subpart 12, see Minnesota Rules]*

Subp. 13. [See repealer.]

*[For text of subpart 14, see Minnesota Rules]*

Subp. 15. **Minor child.** "Minor child" means an individual ~~who has not attained the age of 18, residing with or~~ under 18 years of age who resides with and is under the guardianship of an adult applicant or program participant.

Subp. 16. [See repealer.]

*[For text of subpart 17 to 19, see Minnesota Rules]*

Subp. 19a. **Safety planning.** "Safety planning" means a strategic planning discussion during which risks, objectives, and ideas are discussed, to the extent that they pertain to Safe at Home as an appropriate safety measure, in order to promote the physical safety and emotional well-being of the applicant or eligible person.

*[For text of subparts 20 and 21, see Minnesota Rules]*

Subp. 22. [See repealer.]

Subp. 23. **Signature.** "Signature" means a handwritten signature.

## **8290.0200 APPLICATION.**

Subpart 1. **Certification of program participant.** The secretary of state shall certify an eligible person as a program participant when the secretary of state receives a properly executed application that contains:

*[For text of items A to J, see Minnesota Rules]*

K. a statement whether the eligible person is currently the subject of any pending or ongoing criminal actions or offenses, and, if so, the prosecuting authority, adjudicative authority, or probation authority, and consent for the secretary of state to forward notice of the participant's designated address, to the prosecuting authority, adjudicative authority, or probation authority;

*[For text of items L to N, see Minnesota Rules]*

O. the name of the person the eligible person fears if the name is known;

P. a statement that the applicant has performed safety planning with the assistance of an application assistant and the date on which safety planning occurred;

Q. the name of the application assistant who assisted with safety planning and the community-based organization where the application assistant is employed or is a volunteer; and

~~Θ. R. the signature of the applicant and the date signed; and~~

~~P. the signature of the application assistant and the date signed.~~

Subp. 2. **Completion.** The application must be completed ~~in the presence of and~~ submitted to the secretary of state no later than 60 days after the date on which the applicant performed safety planning with an application assistant.

*[For text of subpart 3, see Minnesota Rules]*

Subp. 4. **Proof of identity.** The applicant must also prove the applicant's identity by showing photo identification to the application assistant ~~or, if possible, and~~ must indicate on the application that whether or not the applicant ~~does not possess~~ possesses photo identification.

Subp. 5. **Notification to prosecuting authority, adjudicative authority, and probation authority.** If the applicant discloses on the application that the eligible person

is currently the subject of pending or ongoing criminal legal action, at the time of the application, the applicant must complete a form letter to notify each prosecuting authority, adjudicative authority, and probation authority for the pending or ongoing criminal action of the designated address and the designation of the secretary of state as agent for purposes of service of process. The secretary of state must provide form letters ~~to all application assistants~~ in the application packet materials. The form letter must include a statement that any prospective service of process must be clearly labeled as service of process on the exterior of the envelope containing the service.

Subp. 6. **Submission by ~~application assistant~~ first class mail.** The ~~application assistant shall submit~~ completed applications application and any additional materials shall be submitted by first class mail to the secretary of state. The secretary of state must not accept an application electronically.

*[For text of subpart 7, see Minnesota Rules]*

Subp. 8. **Effective date.** A properly completed application is effective on the day it is ~~reviewed and~~ certified by the secretary of state.

Subp. 9. **Voter registration through secretary of state.** At the time of application, the ~~application assistant~~ applicant must ~~also offer the applicant~~ be offered the opportunity to register to vote as a permanent absentee voter with the secretary of state, pursuant to part 8290.1300 and Minnesota Statutes, section 5B.06. A voter registration application ~~filled out in the presence of an application assistant and submitted by an application assistant~~ a current program participant is not considered registration by mail as provided in Minnesota Statutes, section 201.061.

*[For text of subpart 10, see Minnesota Rules]*

## **8290.0300 CERTIFICATION OF PROGRAM PARTICIPANT.**

*[For text of subparts 1 to 3, see Minnesota Rules]*

Subp. 4. **Communication; verification of identity.** Except when discussing a participant's name and designated address, the secretary of state must verify the identity of the applicant or program participant before discussing any data related to certification or otherwise related to the applicant or program participant.

Subp. 5. **Notification to other parties.**

A. If an application submitted to the secretary of state discloses that the eligible person is the subject of a pending or ongoing offense or criminal legal action, the applicant or eligible person must ~~have completed and submitted~~ complete and submit with the application the form letter referenced in part 8290.0200, subpart 5.

B. If the secretary of state determines through other means that the eligible person is the subject of a pending or ongoing offense or criminal legal action, the secretary of state must notify the applicant or eligible person and direct the applicant or eligible person to complete and submit the form letter referenced in part 8290.0200, subpart 5. The applicant or eligible person must submit the form letter within ten days after receiving notification under this item.

C. After receiving the form letter under item A or B, the secretary of state must mail the letter to the appropriate prosecuting authority, probation authority, and adjudicative authority. If compliance with this subpart is necessary and the letters have not been submitted to the secretary of state, the secretary of state shall certify the program participant, and provide the program participant with new form letters and instructions on how they must be used. Failure by the applicant to provide these letters to the secretary of state shall lead to cancellation pursuant to part 8290.0900.

Subp. 6. **Lost or stolen card.** A program participant shall contact the secretary of state whenever a Safe at Home card is lost or stolen. The secretary of state shall issue a replacement Safe at Home card to the program participant if their program participation

status is active. If a card is found by a program participant after being reported lost or stolen, the program participant shall return the card to the secretary of state.

#### **8290.0400 DESIGNATED ADDRESS.**

*[For text of subparts 1 to 4, see Minnesota Rules]*

Subp. 5. **Short-term mail hold.** The secretary of state may hold a participant's mail for up to three days upon request of the program participant. The secretary of state may hold a participant's mail for up to a total of ~~three weeks~~ 30 calendar days if the participant has sent a signed, written mail hold request to the secretary of state that includes a telephone number at which the participant can be reached. Upon receipt of a written request, the secretary of state must compare the signature of the program participant or applicant on the request with the signature on the original application or on any other document on file with the secretary of state and conclude that the signatures are the same. The mail hold is effective the date the secretary of state receives the request, unless the participant has indicated an alternate effective future date.

#### Subp. 6. **Limited circumstances of use of actual address.**

*[For text of items A and B, see Minnesota Rules]*

C. A program participant who is subject to criminal justice system management must, ~~upon request,~~ supply the program participant's actual address to the participant's supervising person, ~~in addition to the designated address, if there are specific court-ordered conditions related to the participant's actual address as part of the supervision~~ if a court finds under Minnesota Statutes, section 5B.11 that disclosure of the participant's actual address is necessary.

*[For text of items D and E, see Minnesota Rules]*

*[For text of subpart 7, see Minnesota Rules]*

**8290.0500 SERVICE OF PROCESS.**

*[For text of subparts 1 and 2, see Minnesota Rules]*

**Subp. 3. Service in person.**

A. In the event that personal service of any document is required by law, that document may be served by delivering the document to any public counter of the Office of the Secretary of State. The secretary must designate those spaces considered public counters for the purpose of this subpart, must post the locations of those spaces on the secretary of state's website, and must review and update, if necessary, the designation of those spaces no less frequently than annually.

B. In order for the secretary of state to accept service on a participant, the service documents must indicate the program participant's first and last name and lot number.

C. The secretary of state must forward the service to the program participant no later than the next business day unless the program participant has requested a mail hold or is in a pending cancellation status due to undeliverable mail.

D. If the secretary of state receives service for a program participant in pending cancellation status due to undeliverable mail, the secretary of state must attempt to contact the participant through alternative means and obtain a current mailing address. If the secretary of state cannot obtain an alternative mailing address within two business days of the receipt of service, the secretary of state must forward the service to the program participant at the address on file with the secretary of state.

E. As the secretary of state is the agent for service of process, an affidavit of service on the secretary of state constitutes proof of service on the program participant and commences the time in which responsive pleadings must be filed.

**Subp. 4. Record.** The secretary of state shall maintain, in the program participant's file, a record of services served upon the secretary of state for that participant. The secretary

of state shall ~~include in the file~~ record the action taken on that service, including the name of the program participant to whom the service is directed, the date of receipt, the date of mailing, and whether the mailing was returned to the secretary of state as undeliverable.

#### **8290.0600 ATTAINING AGE OF MAJORITY.**

*[For text of subpart 1, see Minnesota Rules]*

Subp. 1a. **Voter registration information.** Along with the certification continuance form ~~sent 30 days prior to expiration~~, the secretary of state must ~~also~~ offer the program participant the opportunity to register to vote as an ongoing absentee voter with the secretary of state, pursuant to part 8290.1300 and Minnesota Statutes, section 5B.06.

Subp. 1b. **Certification continuance.** The secretary of state shall ~~renew~~ process the certification of a program participant when the secretary of state receives a certification continuance from that program participant. The certification continuance must contain the same information required in the application as specified in part 8290.0200, subpart 1, except the certification continuance need not contain ~~the signature of an application assistant.~~

A. a statement that the participant performed safety planning with an application assistant; or

B. the name of the application assistant who helped perform safety planning.

*[For text of subparts 2 to 4, see Minnesota Rules]*

#### **8290.0700 CHANGES IN PROGRAM PARTICIPANT INFORMATION.**

*[For text of subpart 1, see Minnesota Rules]*

Subp. 2. **~~Additional~~ Addition of minor children child.**

A. If a program participant sends signed, written notification to the secretary of state that the program participant is now responsible for an additional minor ~~children~~ child, the secretary of state must certify the minor ~~children~~ child as a program participants.



participant and issue them a Safe at Home cards card. Certification of the minor child expires when the minor child no longer resides with the program participant or when the program participant no longer has legal guardianship.

B. If a minor child is a parent of an additional minor child, the additional minor child may be certified as a program participant with the written consent of both the original program participant and the minor child.

*[For text of subpart 3, see Minnesota Rules]*

Subp. 4. **Signature verification.** Before making changes in information effective, the secretary of state must compare the signature of the program participant or applicant on the notification of the change with the signature on the original application, or on any other document on file with the secretary of state, and conclude that the signatures are from the same individual.

*[For text of subpart 5, see Minnesota Rules]*

## **8290.0800 TRANSFER OF SCHOOL RECORDS.**

Subpart 1. **Participant request.** A parent or guardian of a program participant who is a student in an elementary or secondary school in Minnesota, or a student in a secondary school in Minnesota who is a program participant who has reached the age of majority, may submit a records transfer request to the secretary of state which shall consist of written consent for: (1) the secretary of state to request the student's records from the student's previous school; (2) the student's previous school to provide by first class mail the student's records to the secretary of state; and (3) the secretary of state to send the records to the student's new school by first class mail. If it is in receipt of a records transfer request, the secretary of state must request the student's records from the student's previous school and provide the student's previous school with the parent's, guardian's, or student's written consent for the school to provide the student's records to the secretary of state. A school

that receives such a request must send the student's records to the secretary of state within the time frame required by Minnesota Statutes, section 120A.22, subdivision 7. The secretary of state must forward the records to the student's new school as soon as practicable after receipt.

*[For text of subpart 2, see Minnesota Rules]*

Subp. 3. **Records return.** If the secretary of state is in possession of school records for an individual whose program status is no longer active, the secretary of state shall return the records by first class mail to the student's previous school along with a notification that the student is no longer an active program participant.

## **8290.0900 FAILURE TO NOTIFY SECRETARY OF STATE OF CHANGES IN INFORMATION; CANCELLATION.**

Subpart 1. **Warning by secretary of state.** If:

A. the secretary of state learns that a program participant has failed to provide prior notification about a change in the participant's mailing or residential address, telephone number, legal name, or permanent contact data, as required by part 8290.0700, subpart 1;

B. mail forwarded by the secretary of state to the program participant is returned as undeliverable;

C. the program participant has not complied with part 8290.0200, subpart 5, if required, at the time the secretary of state mails notice of the certification to the program participant; or

D. the program participant has not complied with part 8290.0600 after 30 days of reaching the age of 18;

the secretary of state must contact the program participant or applicant, if different, to request that the program participant or applicant comply with part 8290.0200, subpart 5, 8290.0600, or 8290.0700, subpart 1. The notice must state that if the program participant or applicant

fails to comply within ten business days, the program participant's certification shall be canceled ~~and the former program participant must return any Safe at Home cards in the participant's possession.~~

*[For text of subpart 1a, see Minnesota Rules]*

Subp. 1b. **Pending cancellation status.** After the secretary of state has provided notice as required by subpart 1 or 1a, the program participant is placed in pending cancellation status. While in this status, the secretary of state must hold the program participant's mail and must not forward it to the program participant. Pending cancellation status ~~ends~~ expires after ten business days, ~~or upon~~ unless the program ~~participant's compliance~~ participant complies with part 8290.0200, subpart 5, 8290.0700, subpart 1, or 8290.1000, or requests withdrawal from the program, whichever occurs first. This subpart does not prevent the secretary of state from forwarding correspondence marked "service of process" pursuant to part 8290.0500.

*[For text of subparts 2 and 3, see Minnesota Rules]*

Subp. 4. **Return of mail.** If the certification of the program participant is canceled, mail addressed to the former program participant must be returned to the sender.

## **8290.1000 WITHDRAWAL OF PROGRAM CERTIFICATION.**

### **Subpart 1. Withdrawal request.**

A. A program participant or an applicant, if different, may withdraw from Safe at Home by submitting a signed withdrawal request ~~along with any Safe at Home cards.~~

*[For text of item B, see Minnesota Rules]*

C. On the withdrawal request, the program participant shall list the names of any minor ~~children~~ child who ~~are~~ is not being withdrawn from the program ~~on the withdrawal request.~~

[For text of items D and E, see Minnesota Rules]

[For text of subparts 2 and 3, see Minnesota Rules]

Subp. 4. **Mail forwarding.** Mail received at the designated address for the former program participant other than mail designated "Do Not Forward," "Return Service Requested," "Service of Process," or similarly designated, must be forwarded to the program participant for 30 days after the effective date of withdrawal, unless the program participant or applicant has designated a shorter period. After 30 days mail must be returned to the sender.

Subp. 5. **Reapplication.** A former program participant whose certification is withdrawn may reapply or have an applicant reapply on the former program participant's behalf pursuant to part 8290.0200.

#### **8290.1100 RENEWAL OF PROGRAM CERTIFICATION.**

[For text of subpart 1, see Minnesota Rules]

Subp. 2. **Application.** The secretary of state shall renew the certification of a program participant when the secretary of state receives a certification renewal form from that program participant or applicant, if different. The application must contain the same information required in the application as specified in part 8290.0200, subpart 1, except the renewal need not contain ~~the signature of an application assistant.~~

A. a statement that the participant performed safety planning with an application assistant; or

B. the name of the application assistant who helped perform safety planning.

[For text of subparts 3 to 8, see Minnesota Rules]

**8290.1200 EXPIRATION OF PROGRAM CERTIFICATION.**

When the term of a program participant expires, the program participant is no longer certified in Safe at Home. ~~The secretary of state must forward mail to the former program participant's mailing address for five days after the expiration date. After that five-day period, the secretary of state must return all mail to the sender.~~ Mail received at the designated address for the former program participant other than mail designated "Do Not Forward," "Return Service Requested," "Service of Process," or similarly designated, must be forwarded to the program participant for 30 days after the expiration of program certification. After 30 days mail must be returned to the sender.

**8290.1300 VOTING BY PROGRAM PARTICIPANT.**

[For text of subpart 1, see Minnesota Rules]

Subp. 2. **Permanent absentee voter status.** A program participant who is eligible to vote may register to vote with the secretary of state as a permanent absentee voter pursuant to Minnesota Statutes, section 5B.06. The secretary of state shall maintain a record of each program participant registering to vote as a permanent absentee voter pursuant to Minnesota Statutes, section 5B.06. If a program participant withdraws or is canceled from the program, the individual loses eligibility to vote through Safe at Home. In order to comply with the Help America Vote Act when registering to vote, the program participant must provide a copy of a photo identification with the combined voter registration and permanent absentee ballot request form pursuant to Minnesota Statutes, section 5B.06, if:

- A. it was not submitted ~~by an application assistant~~ with the application;

[For text of items B to D, see Minnesota Rules]

[For text of subpart 2a, see Minnesota Rules]

Subp. 2b. **Challenging voter records.**

A. If a program participant or applicant provides information to the secretary of state that indicates that a program participant voter is not eligible to vote, or if the secretary of state is able to determine from information provided by the commissioner of corrections, the ~~state~~ court administrator, or the Department of Public Safety that the program participant voter is not eligible to vote, then the secretary of state must mark the voter's record as challenged.

*[For text of item B, see Minnesota Rules]*

*[For text of subparts 2c to 4, see Minnesota Rules]*

Subp. 5. **Requesting or preparing absentee ballots.**

A. Pursuant to the timelines and procedures in this subpart, the secretary of state must communicate to the ~~appropriate election administrator of each jurisdiction~~ county auditor the number of ballots necessary for each jurisdiction to provide ballots to program participant voters whose records are not challenged. Notwithstanding part 8210.0200, the ~~election administrator~~ county auditor must provide the appropriate ballots for that election to the secretary of state. The secretary of state also has authority under Minnesota Statutes, section 5B.06, to prepare and mail ballots to program participants.

B. If a program participant registers to vote as a permanent absentee ballot voter under Minnesota Statutes, section 5B.06, more than 14 days before an election, the secretary of state must either request a ballot from the county auditor for the program participant or prepare and mail a ballot to the participant as authorized in Minnesota Statutes, section 5B.06.

C. If a program participant registers to vote as a permanent absentee ballot voter under Minnesota Statutes, section 5B.06, less than 14 but more than five days before an

election, the secretary of state must prepare and mail a ballot to the participant as authorized in Minnesota Statutes, section 5B.06.

D. If a program participant registers to vote as a permanent absentee ballot voter under Minnesota Statutes, section 5B.06, within five days of an election, the secretary of state must attempt to contact the program participant by telephone to discuss the participant's options for voting in the election.

[For text of subparts 6 to 7, see Minnesota Rules]

Subp. 8. **Ballot handling.**

[For text of item A, see Minnesota Rules]

B. If the program participant submits a signature envelope, the secretary of state must review the signature envelope and the program participant voter's record to determine whether the secretary of state is satisfied that:

[For text of subitems (1) and (2), see Minnesota Rules]

(3) the program participant's name and identification number or signature on the signature envelope appear in substantially the same form as on the ~~absentee ballot request~~ form described in subpart 2; and

[For text of subitem (4), see Minnesota Rules]

[For text of item C, see Minnesota Rules]

[For text of subpart 9, see Minnesota Rules]

Subp. 10. **Receipt and counting of ballots.** The absentee ballot board must review the verification certificate ~~and may only~~. The absentee ballot board must reject the absentee ballot if the verification certificate indicates that the secretary of state was not satisfied that the program participant met the requirements of this part or if the secretary has subsequently notified the county auditor that the ballot should be rejected, in accordance with subpart

~~10e. If the absentee ballot board accepts the ballot, the election judges must write "SAH" followed by a sequential number for each Safe at Home ballot processed and "AB" on the election day registration roster page. The absentee ballot board must accept the absentee ballot if the verification certificate indicates that the secretary of state was satisfied that the program participant met the requirements of this part. An accepted ballot is counted as any other registered absentee ballot for statistical purposes.~~

Subp. 10a. **Replacement ballots.**

A. If the secretary of state forwards a certification envelope to a county auditor at least five more than 14 days before the election that indicates that the ballot should be rejected because of reasons identified in subpart 8, item C, subitem (3) or (4), the secretary of state must either request a replacement ballot from the county auditor for the program participant or prepare and mail a replacement ballot to the participant as authorized in Minnesota Statutes, section 5B.06. The county auditor must promptly fulfill this request all requests under this subpart and the secretary of state must forward it the replacement ballot to the program participant by first class mail.

B. If the secretary of state forwards a certification envelope to a county auditor less than 14 but more than five days before the election that indicates that the ballot should be rejected because of reasons identified in subpart 8, item C, subitem (3) or (4), the secretary of state must prepare and mail a replacement ballot to the participant as authorized in Minnesota Statutes, section 5B.06.

*[For text of subparts 10b to 10d, see Minnesota Rules]*

Subp. 10e. **Participant moved after ballots were sent.** If, prior to the time frame for processing ballots in accordance with Minnesota Statutes, section 203B.121, subdivision 4, a program participant's residential address is updated on the program participant's voting record in accordance with subpart 2c, then the secretary of state must mark the voter's record of the ballot as "spoiled."



If the secretary of state has not received the voted ballot from the program participant, the secretary of state must notify the program participant that the program participant should destroy the ballot and dispose of the other ballot materials and that the ballot will not be counted if it is returned.

If the program participant's ballot was forwarded to the county auditor and otherwise would have been accepted, then the secretary of state must promptly notify the county auditor ~~in writing~~ that the ballot board should reject the ballot.

The secretary of state must request a replacement ballot for the voter from the appropriate county auditor. Before sending the new ballot to the participant, the secretary of state must print the words "Replacement Ballot" on the signature envelope.

Subp. 10f. **Ineligibility after ballot is forwarded to county.** If, after a ballot was forwarded to the county auditor that otherwise would have been accepted,

- A. a program participant withdraws or is canceled from the program; or
- B. the program participant's voter record is challenged in accordance with subpart 2b; or
- C. the program participant dies,

then the secretary of state must promptly notify the county auditor ~~in writing~~ that the ballot board should reject the ballot if the ballot board has not already processed the ballot in accordance with Minnesota Statutes, section 203B.121, subdivision 4.

*[For text of subpart 10g, see Minnesota Rules]*

Subp. 11. **Review and determination by secretary of state.** By March 31 of each year, the secretary of state must determine whether any program participants who cast ballots in the preceding ~~12-month period~~ calendar year are recorded in the statewide voter registration system as having both a record of casting a ballot under this part and also voting

in the same election. If it is found that a program participant voter casting a ballot under this part also has a voting history record for the same election in the statewide voter registration system, the secretary of state shall notify the appropriate county attorney of that fact.

Subp. 12. **Cessation of permanent absentee voter status.** The secretary of state must revoke the program participant's permanent absentee voter status under this part and Minnesota Statutes, section 5B.06, until the county attorney confirms that the issue has been resolved in favor of the program participant if voting records under this part and voting history records in the statewide voter registration system show that the program participant has not only cast a ballot under this part but also voted in the same election by other means.

Subp. 13. **Record keeping.** The secretary of state must maintain a record for each election with the number of ballots requested by precinct/school district combinations, blank ballots received from each county auditor, number of ballots prepared and mailed pursuant to Minnesota Statutes, section 5B.06, assembled ballots sent to program participants, unvoted ballots returned to the county auditors, ballot envelopes returned by program participants to the secretary of state, and certification envelopes forwarded to county auditors.

*[For text of subpart 14, see Minnesota Rules]*

## **8290.1500 APPLICATION ASSISTANT ACCREDITATION.**

Subpart 1. **Role of community-based programs.** The role of the community-based programs in Safe at Home is to select potential application assistants to perform safety planning with an applicant, to generally explain to an applicant the program's services and limitations, ~~explain to an applicant a program participant's responsibilities, and assist applicants in the completion of application materials~~ and to refer an applicant to the secretary of state for enrollment.

Subp. 2. **When awarded.** Application assistant accreditation shall be awarded by the secretary of state when:

A. the prospective application assistant:

(1) completes an application that includes the prospective application assistant's name, business mailing address, business telephone number, and business email address, if available; the community-based program at which the prospective application assistant is employed or is an approved volunteer and a contact name for the community-based program; a statement that the prospective application assistant provides direct advocacy services to victims, including assisting in the development of personal safety plans, as a substantial part of the prospective application assistant's current job duties; an agreement to adhere to the instructions and terms provided in the application assistant agreement; and an agreement not to discriminate against any applicant or program participant because of race, creed, religion, color, national origin, gender, marital status, sexual orientation, status with regard to public assistance, age, or mental, physical, or sensory disability;

*[For text of subitems (2) and (3), see Minnesota Rules]*

B. the community-based program confirms that the prospective application assistant is employed by or is an approved volunteer for the community-based program and agrees to designate a contact for the community-based program. The program must have a person authorized to act on behalf of the organization execute the application in order for it to be accepted by the secretary of state.

*[For text of subpart 3, see Minnesota Rules]*

Subp. 4. **Term of accreditation.** An application assistant's accreditation is ongoing as long as the application assistant maintains employment or approved volunteer status at the community-based organization named on the application, completes a periodic review

approved by the secretary of state at least once every three years, and, in addition, completes any other training deemed necessary by the secretary of state.

Subp. 5. **Termination.** An application assistant's accreditation may be terminated by the secretary of state for failing to abide by any requirement in this chapter or for failing to act in accordance with requirements of the secretary of state. An application assistant's accreditation must be terminated if the application assistant is no longer an approved volunteer or is no longer employed by the community-based organization with which the person applied.

Subp. 6. **Employment with another community-based organization.** If an application assistant changes employment or volunteer status, leaving employment or a volunteer position at one community-based organization and gaining employment or a volunteer position at another, the application assistant may apply to become accredited again after the new community-based organization confirms the person is an employee or approved volunteer and agrees to designate a contact for the community-based program. The new organization must have a person authorized to act on behalf of the organization execute a new application. The secretary of state will determine what training, if any, is necessary to fully renew the application assistant's accreditation status.

*[For text of subpart 7, see Minnesota Rules]*

Subp. 8. **Records.** If an application assistant has assisted an applicant with application materials, the application assistant shall forward the completed application materials required by this chapter to the secretary of state by first class mail or give the application materials to the applicant to submit to the secretary of state by first class mail. If the applicant so directs, an application assistant may mail any optional notices that are generated as a part of the application process to the appropriate party. Any remaining application materials must be given to the applicant or securely disposed of by the application assistant immediately.

**8290.1600 EMERGENCY EVENT.**

When Safe at Home services are unavailable or severely impacted due to an emergency, any timeline or deadline imposed by this chapter is tolled for the duration of the emergency.

**REPEALER.** Minnesota Rules, part 8290.0100, subparts 3, 10, 11, 13, 16, and 22, are repealed.