

EOWB Policy #: P-016	Effective Date: 7-1-2022
	Revised:
Selective Service Registration Requirement	☒ New ☐ Revised
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Purpose:

To provide guidelines regarding the Selective Service registration requirements for males to be eligible to participate in Workforce Innovation and Opportunity Act (WIOA) funded programs and services.

BACKGROUND:

All programs and services established or receiving assistance under Title I of WIOA must comply with Selective Service Requirements. These requirements apply to both formula and discretionary grants awarded by the Employment and Training Administration under WIOA.

POLICY:

Selective Service Registration Requirements

Men born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday (i.e. 30 days before or 30 days after their birthday.) This includes males who are:

- Citizens of the U.S.;
- Veterans discharged before their 26th birthday
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; and/or
- Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on full-time active duty;
- Men attending the service academies;
- Disabled men who are continually confined to a residence, hospital or institution; and/or
- Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26th birthday.
- Acceptable forms of supporting documentation include:

1. Date of entry stamp in his passport;

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2. I-94 with date of entry stamp on it; or

3. Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the individual's age.

- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
- Non-U.S. male on a valid non-immigrant visa.

This list is not intended to be exhaustive. Please visit the Selective Service website for more information about the registration requirements at www.sss.gov. The Selective Service System also provides a quick reference chart showing who must register located at [Microsoft Word - Document2 \(sss.gov\)](#)

Ensuring Selective Service Compliance in the Public Workforce System-Acceptable Documentation

In order to participate in a program established by or receiving assistance under Title I of WIA, all males born on or after January 1, 1960 must present documentation showing compliance with the Selective Service registration requirement.

Acceptable documentation to determine a person's Selective Service registration status include:

- Selective Service Acknowledgement letter;
- Form DD-214 "Report of Separation" used only if veteran was discharged after his 26th birthday;
- Screen printout of the Selective Service Verification site: [Proof of Registration | Selective Service System : Selective Service System \(sss.gov\)](#). For males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth;
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A); and/or
- Stamped Post Office Receipt of Registration.

Registration Requirements for Males Under 26

Before being enrolled in WIOA Title I-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at www.sss.gov. If a male turns 18 while participating in any applicable services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to

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continue to receive WIOA Title I-funded services. If a man under the age of 26 refuses to register with the Selective Service, WIOA Title I-funded services must be suspended until he registers

Registration Requirements for Males 26 Years and Over

Participants over the age of 26 who were required to register but cannot document that they did so must complete the Request for Status Information Letter from Selective Service and submit as instructed. The Request for Status Information Letter form can be accessed at <https://WWW.SSS.gov//Portals/0/PDFs/Status.pdf> and information regarding the form can be accessed at <https://WWW.SSS.gov/Registration/Status-Information-Letter>. The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18 through 25) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

Contractors will review the submission to determine the lack of documentation is not a result of the participant's willful disregard for the requirement.

The following are examples of documentation that may be of assistance in making a determination in these cases:

1. Service in Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
2. Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may also be helpful to grantees in making determinations in cases regarding willful and knowing failure to register.
3. Self-Attestation- Signed statement that explains why the individual's failure to register was not knowing and willful.

In order to establish consistency regarding the implementation of the requirement, grantees should consider the following questions when determining whether a failure to register is knowing and willful.

In determining whether the failure was "knowing," the authorized organization should consider:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?

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- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was "willful," the authorized organization should consider:

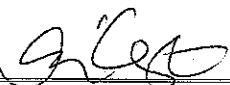
- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

If an authorized organization determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided. A Copy of the Request for Status Information Letter form completed by the participant and any supporting documentation must be on file to validate the determination that it was not a knowing and willful failure to register. **This determination must also be documented in the case notes.**

If the authorized organization determines that evidence shows that the individual's failure to register was knowing and willful, WIA services must be denied. Individuals denied services must be advised of available WIA grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations related to Selective Service.

REFERENCES

- WIOA SECTION 189 (h)
- Military Selective Service Act (50 U.S.C. App.453), codified at 32 CFR Part 1605
- Training and Employment Guidance Letter (TEGL)11-11, change 2

ADOPTED AT EOWB REGULAR MEETING	DATE: 7/26/2022
ERIN CARPENTER, EOWB EXECUTIVE DIRECTOR	EFFECTIVE DATE: 7/1/2022
Signature 	DATE 2/10/23