

North Central Workforce Development Area

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LOCAL DIRECTIVE

Directive #: 12-108 (Rev 2)

Date: January 1, 2023

TO: SkillSource Staff and Service Providers
FROM: Lisa Romine, CEO
SUBJECT: Selective Service Registration

Changes in this revision:

1. Clarification of process and information required when submitting a request
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This directive describes Selective Service documentation requirements for WIOA Title I-B eligibility, and the procedure for requesting determinations that failure to register for Selective Service was not knowing and willful, following the guidance set forth in [TEGL 11-11](#), Change 2.

In general, Federal policy requires males born on or after January 1, 1960 register with Selective Service as a condition of Workforce Investment enrollment. This requirement applies to most, but not all U.S. citizens, non-citizens (including undocumented immigrants), and dual citizens. (For more specific information on who needs to register, to include special cases, consult the Selective Service webpage: <https://www.sss.gov/register/who-needs-to-register/>.)

Males must provide (1) acceptable documentation of compliance (list follows); or (2) documentation showing that they were not required to register; or (3) if they were supposed to register, documentation showing that their failure was not knowing and willful.

Documentation of compliance may include the following evidence:

- Selective Service Acknowledgement letter
- Form DD-214
- Screen printout of the Selective Service Verification site
- SS Registration Card
- SS Verification Form
- Stamped Post office Receipt of Registration

Unregistered males 26 and over seeking enrollment will describe their reasons for not having enrolled in Selective Service using the [Request for Status Information Letter](#). Applicants must describe the circumstances that prevented them from registering.

The applicant shall submit a copy of the Request for Status Information Letter and, if received, the actual Status Information Letter to the Training Manager for review prior to submitting to the CEO. Evidence presented may include the applicant's explanation, documentation of exigent circumstances, and the reasons for failure to register. Applicants should offer all evidence available to support their case and may include third party affidavits, or, if applicable, proof of service in the Armed Forces of the United States.

Applicant will prepare a signed self-attestation, in addition to the above documentation, for review by the CEO. Staff may assist in the preparation of this document, but it must be addressed from, and signed by, the applicant. Applicants shall address the following factors for the CEO's consideration:

- if the applicant was aware of the requirement to register
- if the applicant was misinformed about the applicability of registration
- when the applicant first learned of the requirement to register
- where the applicant lived between the ages of 18 and 26
- if the applicant deliberately did not register
- if the applicant had the mental capacity to register
- if the applicant took action when they learned of the requirement

The self-attestation and the documentation should be combined into one file (Word document or PDF).

Based on the information provided, the CEO will determine whether the failure to register was knowing and willful. If it was not, and the applicant is otherwise eligible, services may be provided. Director will notify the Training Manager of their determination. All documentation related to the determination will be retained in the participant file.

Any applicant whose request for determination is denied, and are therefore denied enrollment into WIOA programs, must be informed of the customer complaint process.