

North Central Workforce Development Area

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LOCAL DIRECTIVE

Directive #: 12-108 (Rev 3)

Date: June 22, 2023

TO: SkillSource Staff and Service Providers

FROM: Lisa Romine, CEO

SUBJECT: Selective Service Registration

DATE: June 22, 2023

Changes in this revision:

1. Clarifies requirements for submitting information for waiver consideration.
 2. Changes waiver approval authority to area training manager
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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.

Unregistered males 26 and over seeking enrollment will describe their reasons for not having enrolled in Selective Service using the attached Selective Service Registration Waiver Request form.

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

Staff and Service Providers should inform male applicants who have not registered with Selective Service and have not reached their 26th birthday of registration requirements. They can assist applicants with registration, learn who is required to register, and the documentation that must be provided to demonstrate they have an exemption by visiting the Selective Service Website. If the male applicant is under 26 years of age and refuses to register with Selective Service, they must be suspended from WIOA Title I services until registered.

Applicants should attach any evidence to support the statements on the questionnaire. If the applicant writes any answers in a language other than English, the individual translating the statement must sign the translation where the form asks for the interviewer's signature.

Based on the information provided, the area training manager 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. All documentation related to the determination will be retained in the participant file. Any applicant whose request for determination is denied, and is therefore denied enrollment into WIOA programs, must be informed of the customer complaint process.

SELECTIVE SERVICE REGISTRATION WAIVER REQUEST

Applicant Name: _____

Applicant Statement: (Explain the reason you did not register for Selective Service before the age of 26)

Please answer the following (if additional space is needed, attach additional paper):

1. Were you aware of the requirement to register with Selective Service? Yes No (if no, skip to Q3)
2. If you knew about the requirements to register, did you knowingly choose not to? Yes No (If yes, please detail reasons for not registering in your applicant statement.)
3. If you knew about the requirement to register, were you misinformed about the applicability of the requirement to you (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)? Yes No
4. On what date did you first learn that you were required to register? _____
5. Upon learning you were required to register, what actions did you take? _____

6. Where did you live when you were between the ages of 18 and 25? _____
7. What was your immigration status when you were between the ages of 18 and 25? _____
8. Does your status information letter (if you have one) indicate that Selective Service sent letters to your address and they did not receive a response? Yes No
9. Did you serve in the United States military? Yes No
10. When you were between the ages of 18 and 25:
 - Did you attend school? Yes No
 - Did you drop out of school? Yes No
 - Did you graduate from school? Yes No
 - Were you working? Yes No
 - Were you working as a seasonal farmworker? Yes No
 - Were you living in a household where English was not used? Yes No

I certify the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information on this application is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law. I understand services are subject to availability of federal funds. I have been advised of equal opportunity, appeal rights, complaint procedures, and the use of my personal information.

Signature: _____ **Date:** _____

Applicant Name: _____

Eligible: I have evaluated the evidence presented by the applicant and determined that the applicant's failure to register for the Selective Service was not knowing and willful.

Not Eligible: I have evaluated the evidence presented by the applicant and determined that the applicant's failure to register for Selective Service was knowing and/or willful. The applicant has been determined ineligible for WIOA Title I services and has been provided with Complaint and Grievance Procedures. The ineligible determination has been case noted in the state Management Information System (MIS).

Case Manager Signature

Date

WIOA Manager Signature

Date