

SELECTIVE SERVICE REQUIREMENTS

POLICY #: 3026

Original Policy Date: [Click here to enter a date.](#) Current Revision Date: [Click here to enter a date.](#)

Effective Date:

Purpose:

Southwest Washington Workforce Development Council (SWWDC) is issuing this policy to supplement, not replace, Workforce Investment Act (WIA) eligibility policies for adults, dislocated workers and youth. It clarifies requirements for verifying and documenting Selective Service registration for male applicants and customers.

Background:

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.;
- 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 were 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;
 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 U.S. 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 <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf>.

Policy:

In order to be eligible to receive WIA-funded services, all males born on or after January 1, 1960 must comply with this policy and present documentation showing compliance with the Selective Service registration requirement. Acceptable documentation to determine a person's Selective Service registration status includes:

- Selective Service Acknowledgement letter
- Form DD-214 "Report of Separation"
- Screen printout of the Selective Service Verification site: www.sss.gov/RegVer/wfVerification.aspx. 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)
- Stamped Post Office Receipt of Registration

Registration Requirements for Males Under 26

Before being enrolled in WIA-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 WIA-funded services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIA-funded services. If a man under the age of 26 refuses to register with the Selective Service, WIA-funded services must be suspended until he registers.

Registration Requirements for Males 26 Years and Over

Before enrolling in WIA-funded services, all males, 26 years of age or older, must provide documentation of compliance with the Selective Service registration requirement. Individuals who did not register for the Selective Service or who cannot provide any of the documentation listed in the section above must obtain a Status Information Letter from Selective Service indicating whether he was required to register. The Request for Status Information Letter form can be accessed at <http://www.sss.gov/PDFs/infoform.pdf> and the instructions can be accessed at <http://www.sss.gov/PDFs/instructions.pdf>. The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in WIA-funded service. If the Status

Information Letter indicates that the individual was required to register and now cannot because he is 26 or older, he is presumed to be disqualified from participation in WIA-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

Determining Knowing and Willful Failure to Register

If the individual was required but failed to register with the Selective Service, the individual may only receive services if he establishes by a preponderance of evidence that the failure to register was not knowing and willful.

The Co-Director of WorkSource is responsible for evaluating the evidence presented by the individual and determining whether the failure to register was a knowing and willful failure.

The individual will have thirty (30) days to submit a letter to the Co-Director of WorkSource stating he did not willingly or knowingly fail to comply with Selective Service Registration requirements. Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reasons for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. 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.

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

In determining whether the failure was "knowing":

- 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?
- 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":

- 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 the WorkSource Co-Director determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided. If the WorkSource Co-Director determines that evidence shows that the individual's failure to register was knowing and willful, WIA services **must** be denied. The WorkSource Co-Director will make this determination and notify the individual of the results within 30 days of receiving the letter of evidence from the individual. Any person denied services will also be advised of available WIA grievance procedures with that notification letter. WorkSource must keep documentation related to evidence presented in determinations related to Selective Service.

References/Resources:

- Washington State ESD WorkSource Information Notice #WIN-0009 Change 1
- TEGL 11-11, Selective Service Registration Requirements for WIA and Wagner-Peyser-funded programs, issued November 23, 2011
- Workforce Investment Act 1998, Public Law 105-220 AUG. 7, 1998, Sec. 189 (h)
- 50 U.S.C. Appendix 453 - Military Selective Service Act issued June 24, 1948 as amended by P.L. 99-661, Subsection 1366
- 20 Code of Federal Regulations, Sec. 667.250
- www.sss.gov