



- Purpose:** To provide guidance concerning Selective Service registration requirements for Workforce Innovation and Opportunity Act (WIOA) funded services. Particularly creating a policy for potential WIOA participants who are males 26 years of age or older that failed to register with Selective Service.
- Affected Parties:** WIOA Title I (Adult, Dislocated and Youth) and WIOA Title III (Wagner-Peyser Act – Employment Service).
- References:** Workforce Investment Act (WIA) of 1998 189(h) codified at 20CFR 667.250 and the Military Selective Service Act (50 U.S.C. app. 453); Training and Employment Guidance Letter (TEGL) 11-11, Change 2; NJ Workforce Innovation Notice 8-16(A) Change 1.
- Background:** All programs and services established or receiving assistance under Title I (Youth, Adult and Dislocated) of WIOA must comply with Selective Service registration requirements.

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, season agricultural workers, and refugees who take up residents 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 US.
- 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 at <http://www.sss.gov/PDs/WhoMustRegisterChart.pdf>.

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

- 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); and/or
- Stamped Post office Receipt of Registration;

Policy: **For Potential WIOA participants who are males 26 years of age or older that failed to register with Selective Service:**

The Gloucester County Workforce Development Board is requiring that the American Job Center of Gloucester County Title I (WIOA Youth, Adult and Dislocated) and Title III (Wagner-Peyser) Employment Service staff request potential participants to provide documentation that the failure to register was not knowing and wilful. Documentation may include the individual's written explanation supporting documentation of his circumstances at the time of the required registration and the reasons for failure to register. The individual will be encouraged to provide as much documentation as possible.

Evidence that a man has served honorably in the U.S. Armed Forces such as a DD-214 form or his Honorable Discharge Certificate will be considered sufficient evidence that his failure to register was not wilful or knowing.

For consistency, the designated staff person will request information in the "Selective Service Compliance Form." (See Attachment).

The following are examples of considerations of an individual's lack of awareness of the requirement to register:

- High School dropout,
- Incarcerated during the time they were required to register (release paperwork)
- Legal resident who entered the country illegally as children
- Transgender
- Discharged from military service
- Hospitalization or institutionalization

The designated staff will ensure that the Selective Service Compliance Form is completed and placed in file stating the individual's failure to register was not knowing or wilful. If Selective Service eligible individuals refused to register with Selective Services; WIOA services must be denied. Individuals denied services must be advised of the available WDB review panel. All documents and evidence must be maintained in the individual's case and documented in AOSOS.

Record

Retention: Employment Service staff that co-enrolled males born after January 1, 1960 into WIOA services must retain Selective Service System documents, the Selective Service Compliance Form and eligibility documentation in a separate stand-alone ES customer file. Should the customer want WIOA training services, copies can be supplied to WIOA staff and another customer file will be created and maintained.



SELECTIVE SERVICE COMPLIANCE FORM

THE GLOUCESTER COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) AND THE AMERICAN JOB CENTER (AJC) OF GLOUCESTER COUNTY SELECTIVE SERVICE POLICY PROCEDURE FOR MALES WHO FAILED TO REGISTER FOR SELECTIVE SERVICE PRIOR TO TURNING 26 YEARS OF AGE REQUIRES INDIVIDUALS SEEKING FUNDED WIOA SERVICES TO PROVIDE DOCUMENTATION THAT THE FAILURE TO REGISTER WAS NOT WILLFUL OR KNOWING.

Name: _____ Social Security Number _____

Date of Birth: ____/____/____

Did you know that you were required by law to register for Selective Service once you turned 18?

Why did you not register?

When did you first learn that you were required to register?

Where did you reside between the ages of 18 and 26 years of age?

Does the customer have a status letter from Selective Service? Yes () No ()

Based on the statements provided by this customer, it appears to be in compliance per TEGL 11-11, change 2.

I _____, did not willfully or knowingly not register for Selective Service.
(Print Name)

Date: _____

Customer Signature

Staff Signature