

SOP 17-03
Selective Service Registration
Standard Operating Procedures
Grow Southwest Indiana Region 11
PENDING WDB Approval Date: 06/23/2017

Purpose

To provide guidance for implementation of the Selective Service registration requirements consistent with all Uniform Guidance and Workforce Innovation Opportunity Act.

This guidance clarifies that grantees, subgrantees, or contractors funded or authorized by Title I of WIOA must set a policy for potential participants who are males 26 years old or older that failed to register with the Selective Service. The policy may either (1) request a Status Information Letter from a potential participant before making a determination of knowing and willful failure to register; OR (2) initiate the process to determine if the potential participant's failure to register was knowing and willful without the first requesting a Status Information Letter.

Applicable Programs and Services

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

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 national of the U.S. and another country regardless of whether they live in the U.S.

- a. 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.
- b. 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 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 <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf>.

Ensuring Selective Service Compliance in the Public Workforce System

In order to participate in a program established by or receiving assistance under Title I of WIOA, 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"
- Screen printout of the Selective Service Verification site: www.sss.gov/ReqVer/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 (Form3A) **and/or**
- Stamped Post Office Receipt of Registration.

A. Registration Requirements for Males Under 26

Before enrollment in WIOA Title-I funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday will 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 will be completed no later than 30 days after he becomes 18 in order to 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 will be suspended until he registers.

B. Registration Requirements for Males 26 Years and Over

Before enrollment in WIOA Title I-funded services, all males, 26 years of age or older, will provide:

- 1) Documentation of compliance with the Selective Service registration requirement
- 2) Documentation showing they were not required to register, or
- 3) If they were required to but did not register, documentation establishing that their failure to register was not knowing and willful.

The grantee, subgrantee, or contractor that enrolls individuals in WIOA may require that males 26 years and over, who failed to comply with the Selective Service registration requirement, request a Status Information Letter before making a determination that the failure to register was knowing and willful. Alternatively, an entity may initiate its process to determine if the failure to register was knowing and willful without first having the potential program participant request the Status Information Letter. The second option may be preferable for entities that have time limits for enrolling participants (e.g. individuals recently released from incarceration).

C. Requesting a Status Information Letter

An individual may obtain a *Status Information Letter* from Selective Service if he (1) believes he was not required to register or (2) did register but cannot provide any of the documentation listed in Section 3. The *Request for Status Information Letter* form can be accessed <http://www.sss.gov/PDFs/infoform.pdf> and the instructions can be accessed at <http://www.sss.gov/PDF/instructions.pdf>. 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.

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 services authorized or funded by Title I of WIOA. **If the *Status Information Letter* indicates that the individual was required to and did not register, he is presumed to be disqualified from participation in WIOA Title I-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.**

D. Determining Knowing and Willful Failure to Register

If the individual was required but failed to register with the Selective Service as determined by the *Status Information Letter* or by his own acknowledgment, the individual may only receive services if he can establish a preponderance of the evidence that the failure to register was not knowing and willful. The grantee, subgrantee, or contractor that enrolls individuals in WIOA Title I-funded activities is responsible for evaluating the evidence presented by the individual and determining whether the failure to register was a knowing and willful failure.

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, grantees should consider the following questions when determining whether a failure to register is knowing and willful.

In determination of "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?
- Does the *Status Information Letter* indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determination of "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. Per IDWD direction, the best way to proceed is to record such a determination as an exemption. Staff will enter a case note detailing the determination, scan in, and attach to the client record, all documentation used to make the determination. Region 11 utilizes an Applicant's Statement (self-attestation). See Attachment A. Authorized organization will keep documentation related to evidence presented in determinations related to Selective Service.

If the authorized organization determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services will be denied. Individuals denied services will be advised of available WIOA grievance procedures.

Inquiries

Direct all inquiries to Employment and Training Administration Federal Project Officer.

Attachment A

APPLICANTS STATEMENT

I hereby certify, under penalty of perjury that I did not willfully refuse to register for Selective Service. I presented to this office by myself; I do not have a witness with me.

I attest the information stated above is true and accurate. I understand the above information, if misrepresented, or incomplete, may be ground for immediate termination and/or penalties as specified by law.

Applicant Signature

Date

X_____

X_____

Staff Signature

Date

X_____

X_____

Reason for applicant statement – Client is not registered with Selective Service.