



General Topic: Selective Service Requirements	Policy # 462
Applies to: Sub-recipients of WIA funds	Effective Date: August 2011
References: <u>WIA Section 189(h) "Enforcement of Military Selective Service Act"</u> <u>20 CFR Part 667.250 "What requirements relate to the enforcement of the Military Selective Service Act?"</u> <u>Selective Service Requirements Policy Reminder (DOLETA)</u>	Executive Director Approval:  <hr/> Eleni Papadakis

Background

Section 189(h) of the Workforce Investment Act (WIA) and 20 CFR Part 667.250 requires a determination of Selective Service registration status be made prior to enrollment in WIA-funded activities and services. This includes programs funded through the American Recovery and Reinvestment Act (ARRA) grants for High Growth and Emerging Industries (HGEI) and Health Care and High Growth. For male applicants to WIA-funded activities and services, only those in compliance with the registration requirements are eligible to participate.

Purpose

This policy provides guidance to sub-recipients of WIA grant funds administered by the Workforce Board in determining: selective service status of applicants, registration process for males less than 26 years of age, and the exemption process for male applicants who are older than 26 and who did not register.

Policy

It is the responsibility of each sub-recipient to determine the eligibility of any applicant prior to enrollment in any program or service funded in part or wholly by the above referenced funds.

Sub-recipients will familiarize themselves with the "Who Must Register" chart found at <http://www.sss.gov/must.htm>. Males between the ages of 18 and 26 must be registered prior to enrollment unless they meet one of the exemptions listed in "Who Must Register". Males who are older than 26 must be registered to receive services. Only those male applicants in compliance with the registration requirements, or who receive an exemption from the registration requirements, are eligible to participate.

Documentation of status must be included in each participant's file.

Procedure

- A. Determination of Status

- a. Applicants or program staff can determine selective service registration at www.sss.gov. Last name, date of birth and social security number is required to determine registration status.
 - b. If the applicant is registered, retain a print out of the Selective Service Record Search Results page, which includes the Selective Service Number and Date of Registration for the participant in the participant file.
- B. Registering for Selective Service (for males not yet 26 years of age)
- a. If the applicant is not registered and is not yet 26, and he is not exempt from registering, he must register prior to enrollment.
 - b. Applicants who are not yet 26 can register at www.sss.gov. After registration, maintain documentation including the Selective Service Number and Date of Registration in the participant file.
 - c. Applicants who are exempt from registering must have the reason documented in his file.
- C. Unregistered males over the age of 26
- a. Determine if the applicant was required to register by referring to the “Who Must Register” chart. If he was not required to register, note the reason in the participant file.
 - b. If he was required to register, but did not, the applicant must be granted an exemption from the sub-recipient to be eligible for participation.
- D. Exemption procedure for unregistered males over the age of 26
- a. Applicants who are not registered and who are 26 years of age or older may request an exemption from Selective Service registration requirement which would make them eligible to receive services. Exemptions may be granted if the applicant can evidence that he did not knowingly and willfully fail to register.
 - b. The applicant requesting an exemption must first obtain a Status Information Letter. This may be requested at www.sss.gov/Status.html. The Status Information Letter will identify whether or not the applicant was required to register.
 - c. The applicant requesting exemption must then write, sign, date a statement attesting to the reason he did not register. Program staff may help in the preparation of the Applicant Statement and may also submit a statement supporting the applicant’s. The statement should include specific detail explaining why the individual did not register.
 - d. Additional documentation supporting the Applicant Statement, such as Proof of US entry date, proof of age or naturalization certificate should be submitted along with the Status Information Letter and Applicant Statement.
 - e. It is the sub-recipient’s duty to review each request for exemption and make a timely decision as to whether there are sufficient grounds to make an exemption. **The sub-recipient must find that the applicant did not knowingly and willfully fail to register in order to grant an exemption.**
 - f. The final decision of the sub-recipient must be documented and included in the participant folder.