



Policy Number: 2016-10.27.1 SSRP

Effective Date

This policy will go into effect immediately upon passage.

Purpose

The purpose of this policy is to outline the requirements for Selective Service System Registration for Workforce Area #9 program staff as mandated by the Workforce Innovation and Opportunity Act (WIOA) and the Military Selective Service Act (MSSA) for:

- Participants born male on or after January 1, 1960, ages 18 through 25 years old; and
- Participants born male on or after January 1, 1960, ages 26 and over who have not registered; and
- Participants born male on or after January 1, 1960, who are exempt from registering with Selective Service.

This policy applies to enrollment in the youth, adult, and dislocated worker programs.

Background

Section 189 (h) of the WIOA requires all participants receiving assistance or benefit under WIOA to comply with Selective Service registration requirements under the MSSA. Section 3(a) of the MSSA requires male citizens of the United States who are born on or after January 1, 1960 and who are ages 18 through 25 years of age, to register for Selective Service at www.sss.gov .

Requirements

MSSA requires every male U.S. citizen and non-citizen national, and non-immigrant males not in compliance with their legal status in the country who are ages 18 through 25 years of age to register with the Selective Service. Further information on who is required to register for selective services can be found at: Who Needs to Register | Selective Service System: Selective Service System (sss.gov).

Unless exempted, individuals will have registered for selective service to be eligible for and participate in services and activities funded by WIOA adult, dislocated worker, and youth programs. An individual may obtain a Status Information Letter from Selective Service if he:

- Believes that he was not required to register; or
- Did register but cannot provide any documentation of the registration

The Request for Status Information Letter form can be accessed at <https://www.sss.gov/verify/sil/>. The individual will need to describe, in detail, the circumstances that prevented him from registering and provide the documentation of such 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 WIOA services. 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 services until it can be determined that his failure to register was not knowing and willful.

It should be noted that the request for a Status Information Letter from Selective Service is not required. Workforce Area #9 program staff may initiate its process to determine if the failure to register was knowing and willful without first having the applicant request the Status Information Letter.

An individual may obtain a Status Information Letter from Selective Service if he:

- Believes that he was not required to register; or
- Did register but cannot provide any documentation of the registration.

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 and provide the documentation of such circumstances. The documentation should be specific as to the dates of the circumstances. The applicant can also call Selective Service at 1- 847-688-6888 for assistance in obtaining the Status Information Letter.

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 WIOA services. 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 services until it can be determined that his failure to register was not knowing and willful.

A. Determining Eligibility for Customers who Failed to Register

An individual who is ages 18 through 25 and required to register with the selective service but has not must be directed to register at www.sss.gov prior to enrollment in the WIOA. Individuals born male ages 26 and older, born on or after January 1, 1960, who have not registered with Selective Service, are considered "ineligible" to participate in WIOA services. If the individual was required to but failed to register with the Selective Service as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he can establish by a preponderance of the evidence that the failure to register was not knowing or willful.

All Ohio Workforce Area #9 program staff is responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful per the local area's procedures.

Note: Former Illegal Aliens – Male aliens 26 years or older who entered the U.S. illegally and who were subsequently granted legal status by the United States Citizenship and Immigration Services (USCIS) or who were born after December 31, 1959, can be registered in WIOA. It is important to remember that WIOA prohibits participation of an alien without legal status from USCIS, even if there is a determination that there is evidence to show the customer did not knowingly and willfully fail to register with Selective Service.

B. Local Procedures and Documentation:

Ohio Workforce Area #9 (Lucas County) complies with Selective Service documentation requirements. Program staff will obtain documentation showing an applicant was not required to register. All program staff will follow the process and procedure set forth by the Lucas County Department of Workforce Development.

How to Register for Selective Service:

1. Register Online

Of-age Individuals born males may register online with Selective Service: www.sss.gov.



2. At the Post Office

Selective Service "mail-back" registration forms are available at any U.S. Post Office. Of-age Individuals born male can complete the form and mail it to Selective Service, while those living overseas may register at any U.S. Embassy or consular office.

3. Check Box

Individuals born male ages 18 through 26 can register when completing the Free Application for Federal Student Aid (FAFSA) form.

4. High School

Individuals born male attending high school should consult with their guidance counselor regarding the identification of the assigned Selective Service registrar.

C. Documentation

Ohio Workforce Area #9 will maintain accurate documentation in circumstances where either the individual is too old to register or meets any of the allowable exceptions to the Selective Service registration requirement. Such documentation must be maintained in the participant file following source documentation requirements outlined in WIOAPL No. 15-07.3, Source Documentation for WIOA Eligibility. The Selective Service number is required to be reported, as appropriate, in Ohio's designated case management system.

D. Monitoring

The program monitor for Ohio Workforce Area #9 will review selective service documentation, including conducting a participant file review, during the scheduled monitoring review for compliance with federal and state laws and regulations. Any issues will be handled through the local monitoring process.

Definitions:

Workforce Innovation and Opportunity Act (WIOA): Workforce Innovation Opportunity Act (WIOA): The programs under the Workforce Innovation and Opportunity Act (WIOA) that involve workforce investment systems. Title I of WIOA includes: statewide and local workforce investment systems, State and Local Workforce Policy Boards, One- Stop Systems, Eligible Training Providers for adults, dislocated workers and youth, Youth activities, Adult and Dislocated Worker Employment and Training Activities, Performance Accountability System, Job Corps, and National WIOA programs administered by the US Department of Labor.



Military Selective Service Act (MSSA): a federal law that governs the process by which the United States government can require individuals to register for potential military conscription (the draft).

Selective Service: refers to the system used by the United States government to maintain information on those potentially subject to military conscription (the draft).

References

Workforce Innovation and Opportunity Act, Public Law 113-128 29

Workforce Innovation and Opportunity Act Policy Letter No. 15-04.01

U.S.C. 3101 et seq.

Military Selective Service Act, 50 U.S.C. App. 453, 32 C.F.R. Part 1605.

USDOL, Training and Employment Guidance Letter No. 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Administration Funded Programs, (May 16, 2012).

ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 15-07.3, Source Documentation for WIOA Eligibility, (August 14, 2023).

Military Selective Service Act, 50 U.S.C. App. 453, 32 C.F.R. Part 1605.

USDOL, Training and Employment Guidance Letter No. 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Administration Funded Programs, (May 16, 2012).

ODJFS Workforce Innovation and Opportunity Act Policy Letter No. 15-04 (July 15, 2015) ODJFS, Workforce Innovation and Opportunity Act Policy Letter No. 15-07, Source Documentation for WIOA Eligibility, (July 1, 2015).