	West Central Region Local Policy	
	Subject: Selective Service Failure to Register Policy	Release Date: 3/22/2023
	Reference: TEGL 11-11, Change 2	Revision:

All programs and services established or receiving assistance under Title I of WIOA must comply with the Selective Service registration requirements.

Selective Service Requirements

Men born on or after January 1, 1960 are required to register for Selective Service within thirty (30) days of their 18th birthday (i.e. 30 days before or 30 days after their birthday.) The Selective Services website at www.sss.gov provides more information about registration requirements. The Selective Service System also provides a reference chart showing who must register located at <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf> .

Requirements for Males Under 26

Before being enrolled into WIOA, all males who are not registered with Selective Service and have not reached their 26th birthday must register through the Selective Service website at www.sss.gov. If a male is approaching or has reached their 18th birthday while participating in any WIOA services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA services. If a male under age 26 refuses to register, than WIOA services must be suspended until he registers.


Requirements for Males 26 Years and Over

Before enrolling in WIOA Title I funded services, all males ages 26 years and older, must provide

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

The Workforce Development Board of Western Missouri, Inc. (WDB) policy for participants who have failed to register for Selective Service is as follows:

1. Staff will request a Status Information Letter from Selective Service if the individual believes they were not required to register or did register but cannot provide any documentation.
 - Form can be found at <http://www.sss.gov/PDFs/infoform.pdf> and instructions for form can be accessed at <http://www.sss.gov/PDFs/instructions.pdf> .
 - Individual will need to describe in detail the circumstances that prevented them from registering and provide documentation of those circumstances. Documentation should be specific regarding the dates of the circumstances.
2. If the Status Information Letter indicates the individual was not required to register for Selective Service, then the individual is eligible to be enrolled in WIOA Title I services.

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3. If the Status Information Letter indicates that the individual was required to but did not register, individual is presumed to be disqualified from participation in WIOA until it can be determined the failure to register is not knowing and willful.
4. If the individual was required to register but failed to register, the individual may only receive services if the individual can establish that the failure to register was not willful.
5. The individual must provide a written explanation and supporting documentation of his circumstances at the time of required registration and the reasons for failure to register. The individual should be encouraged to offer as much evidence with as much detail as possible.
 - Examples of Documentation that can assist in making determination:
 - DD Form 214
 - Honorable Discharge Certificate
 - Third Party Affidavits – from teachers, parents, employers, etc. concerning reasons for not registering.
6. Once individual has provided written explanation and supporting documentation, staff should submit (through Sharefile) to the Executive Director of the WDB.
7. The Executive Director will provide a determination using the written explanation and supporting documentation along with considering the following:
 - Was the failure knowing?
 - Was the individual aware of the requirement to register?
 - Were they misinformed about the applicability of the requirement to them?
 - On which date did the individual first learn they were required to register?
 - Where did the individual live when they were between the ages of 18 and 26?
 - Does the Status Information Letter indicate the Selective Service sent letters to the individual at the address and did not receive a response?
 - Was the failure willful?
 - Was the failure to register to 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 they learned of the requirement?
8. The Executive Director will provide a determination within five (5) business days.

If it is determined that it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided.

If it is determined that it was a knowing and willful failure, the individual will be denied services. Individuals denied services must be advised of WIOA Grievance Procedures. Documentation of Selective Services determinations will be kept by the WDB. This includes the determination and related documentation.