



Workforce Development Board Policy ☒

Standard Operating Procedures ☒

Topic: Selective Service

Date: July 1, 2025

☒ New

☐ Revised

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Purpose

In accordance with the Workforce Innovation and Opportunity Act (WIOA) the local Workforce Development Board must define and establish policies and procedures for compliance with the WIOA eligibility documentation related to Selective Service registration.

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Policy Statement

This policy establishes procedures for verifying, documenting, and retaining Selective Service registration status for individuals required to register, as a condition of eligibility for participation in WIOA-funded programs. If the Applicant is required to register for Selective Service and documentation under one of the categories outlined below cannot be collected, the Applicant is not eligible to be enrolled in either the WIOA Adult, Dislocated Worker or Youth program.

Selective Service Registration Requirements

Required to Register (All elements must be true)	Not Required/Exempt from Registering (Any one of the elements must be true)
1. Sex-assigned male at birth 2. US Citizen OR immigrant residing in the US between the ages of 18 and 25 3. Age 18 or older 4. Born on or after January 1, 1960	1. Sex-assigned female at birth 2. Born before 1960 3. Under the age of 18 4. A seasonal agricultural worker on a H-2A visa 5. A lawful non-immigrant on a current non-immigrant visa 6. Was incarcerated / hospitalized / institutionalized continuously between 18th and 26th birthdays 7. Was not living in the United States between 18th and 26th birthdays 8. Was on active US Military, Coast Guard duty or a student in an Officer Procurement Program continuously between 18th and 26th birthdays

Selective Service Registration Documentation

Documentation Types are defined by the requirement to register and whether the Applicant registered or did not register for the Selective Service:

IF Requirement is	AND Registration Status is	Then Documentation Types must be one of the following
Required	Registered	- Download the Selective Service Registration Acknowledgement Letter from https://www.sss.gov/verify/ - Selective Service Registration Card - Stamped Post Office Receipt of Registration
	Not Registered: Applicant was unaware of the requirement to register and is now age 26 or older.	- Request for Status Information Letter & Supporting Documentation - Selective Service Status Information Letter
	Not Registered: Applicant willingly and lawfully chose not to register.	No document and Applicant is not eligible.
Not Required/Exempt	Not Required to Register	- Signed Application (Age/Sex at Birth) - DD-214 Military Separation Record - Immigrant/Non-Immigrant Allowable Documents (refer to Appendix 1) - Records of Incarceration/ Hospitalization/ Institutionalization

Additional Selective Service Registration Notes

Incarceration/Hospitalization/Institutionalization

Applicants who were required to register but did not and can provide documentation that they were incarcerated, hospitalized and/or institutionalized from their 18th birthday to their 26th birthday are exempt from registration. However, please note: If at any time between their 18th and 26th birthday the Applicant was not incarcerated, hospitalized or institutionalized then they were required to register, and the exemption does not apply. If the Applicant did not register, then follow the requirements for documenting under “Required to Register and Did Not.”

Military Service

If the Applicant was in the US Military, Coast Guard or Officer Training between their 18th and 26th birthday they are not required to register and their DD-214 Military Separation Record is the documentation. However, please note: If at any time between their 18th and 26th birthday the Applicant was not in the US Military, Coast Guard or Officer Training, then they were required to register, and the exemption does not apply. If the Applicant did not register, then follow the requirements for documenting under “Required to Register and Did Not.”

Required to Register and Did Not

Applicants who are required to be registered, who are over age 26, and cannot document that they are registered through one of the means listed above must complete the Selective Service System's [Request for Status Information Letter](#) and attach copies of the documentation required for their reason for non-registration. Where the request is completed and not yet submitted – A copy of the letter and supporting documents is to be provided to WorkSource, and a WIOA Contractor Program Manager must review it to determine that the Applicant has established by a preponderance of the evidence that the failure to register was not knowing and willful. If this determination is made the Request for Status Information Letter and documents are to be filed with all other eligibility documentation with the WIOA Program Manager approval signature, and the choice "Request for Status Information Letter & Support Documentation" selection in I-Trac is to be used.

The Applicant should be instructed to submit the Letter and documents as directed on the form for a formal determination by the Selective Service System. Note: It is not required that staff follow-up to assure the submission occurs nor is it required that the Selective Service System response be returned and filed. The WIOA Contractor Program Manager is authorized to make the determination at the time of WIOA documentation.

Where the request has been submitted and the Selective Service response received – If the Applicant already completed the Status Information Letter Request process with the Selective Service and has their Status Information Letter determination returned from Selective Service which says that they are found to be exempt from the requirement, a copy of the Response Letter is to be maintained as documentation and "Selective Service Status Information Letter (returned from Selective Service)" selection in I-Trac is to be used.

Applicants under the age of 18

All Applicants who are under age 18 when they begin participation in WIOA services who are sex assigned male at birth and who are not exempt must register for Selective Service within 30 days of their 18th birthday (i.e., 30 days before or 30 days after their birthday); if they do not register, they must be exited from all program services. All Applicants required to register who will turn 18 during either In-Program services or Follow-Up services should be made aware of this requirement prior to final enrollment decisions. Participants who turn 18 and are required to register, choose not to, and are exited from services will be included in all program performance measures. The documentation of Selective Service Registration after WIOA Documentation must be uploaded to I-Trac.