

Topic: Selective Service

Date: July 9, 2026

☐ 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 the Portland Metro Workforce Development Board policy and procedures for verifying and documenting 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 U.S. Military duty, Officer Training, a student in a service academy or military school, Coast Guard or Coast Guard duty 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.	Selective Service Non-Registration Questionnaire
	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) - Records of Incarceration/ Hospitalization/ Institutionalization - DD-214 Military Separation Record, service academy/military school record - Immigrant/Non-Immigrant Allowable Documents

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 U.S. Military, Officer Training, a student in a service academy or military school, Coast Guard or Coast Guard duty 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 U.S. 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."

U.S. Citizenship and Immigration Status

Applicants who were required to register but did not and can provide documentation that they lived outside the U.S. continuously from age 18 through age 26 and entered the U.S. for the first time after age 26 are exempt from registration. However, please note: If at any time between their 18th and 26th birthday the Applicant was living in the U.S. 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

If an Applicant was required to register for Selective Service but failed to do so before reaching age 26, a determination must be made as to whether the failure to register was not knowing and willful. The Applicant and Service Provider staff must complete the *Selective Service Non-Registration Questionnaire*. The WIOA Program Manager must review the questionnaire to determine whether the Applicant has established, by a preponderance of the evidence, that the failure to register was not knowing and willful. If the failure to register is determined as knowing and willful, the Applicant is not eligible for WIOA-funded services and the Applicant must be advised of available WIOA grievance procedures.

The completed *Selective Service Non-Registration Questionnaire* must be uploaded to the Applicant's I-Trac record. The " Selective Service Non-Registration Questionnaire " document type must be selected in I-Trac as documentation of Selective Service registration eligibility.

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.

References

WIOA Section 189(h)
TEGL 11-11, Change 2
Military Selective Service Act 50 U.S.C. App. 453