

1 **Registration Requirements for Males 26 Years and Over:**

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- 3 • Prior to being enrolled in a WIOA funded program, all males 26 years of age or older, must provide
4 documentation of compliance with the Selective Service registration requirement. Individuals who did
5 not register for the Selective Service or who cannot provide any of the documentation listed above must
6 obtain and “Status Information Letter” from Selective Service indicating whether he was required to
7 register. The [instructions and form to request the “Status Information Letter”](#) is available on the
8 Selective Service website.
 - 9 • The individual will need to describe, in detail, the circumstances that prevented him from registering
10 (e.g. hospitalization, institutionalization, incarceration, military service) and provide documentation of
11 those circumstances. The documentation should be specific as to the dates of the circumstances. If the
12 “Status Information Letter” indicates that an individual was not required to register for the Selective
13 Service, then he is eligible to enroll in WIOA-funded services.
 - 14 • If the “Status Information Letter” indicates that the individual was required to register and now cannot
15 because he is 26 or older, he is presumed to be disqualified from participation in WIOA-funded activities
16 and services until it can be determined that his failure to register was not knowing and willful. Service
17 providers will be responsible for evaluating the evidence presented by the individual and determining
whether the failure to register was a knowing and willful failure.

18 **Determining Knowing and Willful Failure to Register**

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- 20 • If an individual was required to register with Selective Service but fails to do so the individual may only
21 receive services if they can provide evidence to establish that the failure to register was not knowing
22 and willful. Service providers will be responsible for evaluating the evidence presented by the individual
23 and determining whether the failure to register was a knowing and willful failure.
 - 24 • The individual shall offer as much evidence and in as much detail as possible to support his case.
25 Evidence may include an applicant’s statement and supporting documentation of his circumstances at
26 the time of the required registration and the reason for failure to register. Examples of documentation
27 that may help in making a determination in these cases include:
 - 28 ○ Service in Armed Forces. Documentation verifying that a man has serviced honorably in the U.S.
29 Armed Forces such as the DD-214 form or his Honorable Discharge Certificate may be
30 considered sufficient evidence that his failure to register was not willful or knowing.
 - 31 ○ Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning
32 reasons for not registering, are also acceptable documentation that may be helpful to service
33 providers determining whether the failure to register was willful and knowing.
 - 34 • In determining whether the failure was “knowing”, service providers should consider:
 - 35 ○ Was the individual aware of the requirement to register?
 - 36 ○ If the individual knew about the requirement to register, was he misinformed about the
37 applicability of the requirement to him (e.g. veterans who were discharged before their 26th
38 birthday were occasionally told that they did not need to register)?
 - 39 ○ On which date did the individual first learn that he was required to register?
 - 40 ○ Where did the individual live when he was between the ages of 18 and 26?
 - 41 ○ Does the status information letter indicate that Selective Service sent a letter to the individual at
that address and did not receive a response?
 - 42 • In determining whether the failure was “willful”, service providers should consider:
 - 43 ○ Was the failure to register done deliberately and intentionally?
 - 44 ○ Did the individual have the mental capacity to choose whether or not to register and decided not
45 to register?
 - 46 ○ What actions, if any, did the individual take when he learned of the requirement to register?
 - 47 • If the service provider determines it was not a knowing and willful failure and the individual is otherwise
48 eligible, services may be provided. If the service provider determines that evidence shows that the
49 individual’s failure to register was knowing and willful, WIOA service must be denied. Individuals denied

1 services must be advised of available WIOA grievance procedures. Service providers must keep
2 documentation related to all evidence presented in determination related to Selective Service.

3 Monitoring and Evaluation:

- 4 • A formal monitoring will be conducted on an annual basis by the entity designated by SWIB.

5 References:

- 6 • [TEGL 11-11, Change 1 - Selective Service Registration](#)
- 7 • [TEGL 11-11, Change 2 - Selective Service Registration](#)