

The Workforce Connection, Inc.

Policy Title: Selective Service

Reference Number 2016-200-06

Approved:

Effective:

Status: Active

**Modifications: 05/01/17
Name Change**

Purpose: The purpose of the Selective Service policy is to provide procedures for documenting and recording compliance with Selective Service requirements for participants (males between the ages of 18 to 26) in the WIOA Title I Adult, Dislocated Worker and Youth programs.

References:

- Section 3 of the Military Selective Service Act (MSSA); Public Law 99-661 (1986 amendment to MSSA)
- WIOA Legislation and Rules and Regulations - section 189(h)
- Illinois Department of Commerce and Economic Opportunity (DCEO) WIA Policy Letter No 11-PL-02 and WIOA Policy 15-WIOA – 4.1

Background: Federal Law requires all male customers between ages of 18 to 26 be in compliance with the Selective Service System on order to qualify to receive WIOA services.

Responsible Party: Staff responsible for WIOA funded Career Services for Adults and Dislocated Workers, and Youth services, must ensure each male customer between ages 18 to 26 years, has complied with the Selective Service System registration requirements.

Definitions:

MSSA - Military Selective Service Act

RSIL - Request for Status Information Letter

SIL - Status Information Letter

DCEO/SS Form #001 – Selective Service Verification Form, required by Department of Commerce and Economic Opportunity, that must be signed by the male customer and maintained in the customer's file.

Policy/Procedures:

- A. Prior to enrollment in any WIOA service, staff shall follow these policies and procedures to determine that all male applicants ages 18 to 26 years, have registered with the Selective Service. The Selective Service website at www.sss.gov should be referenced to support participants through the registration and verification processes.
1. All males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirement to be eligible for WIOA services and must complete the *Selective Service Verification Form* (DCEO/SS Form #001) found on-line with DCEO WIA Policy Letter No. 11-PL-02.
 2. Documentation/verification of registration will be in the participant's file.
 3. Male WIOA program participants who turn 18 during program participation will be required to register with Selective Service within the 30 days following their 18th birthday for continued program participation.
 4. If an individual customer has not complied with the MSSA requirements for registration, the decision regarding customer's eligibility for WIOA services will be made by the WIOA Program Director in accordance with the guidance issued in DOLETA's *TGEL 11-11 Change 2* and DCEO's *WIA Policy Letter 11-PL-02*. (Exception: Selective Service requirement is not an eligibility criterion for Trade customers).

The WIOA Program Director will make the determination regarding the individual's "non-knowing and non-willful failure to comply" with the Selective Service requirement. In cases of determining the "knowing and willful failure to comply" for the purpose of granting a *Locally Approved Selective Service Waiver*, the customer must request a *Status Information Letter* from Selective Service.

A *Locally Approved Selective Service Waiver* may be issued only under circumstances in which time is a factor for enrolling a customer in services or training and the 4 to 6 weeks that the *Status Information Letter* will take to arrive may harm the customer's progress through the program.

- a) Justification for the earlier granting of the waiver must be documented and placed within the customer's case file.
- b) Upon arrival of the *Status Information Letter*, the Program Director must examine the letter to determine if the additional information gained through the *Status Information Letter* eliminates the possibility of a "non-knowing and non-willful failure to register."
- c) If the failure is deemed "not knowing and willful," then he may be granted the *Locally Approved Selective Service Waiver* and registered and enrolled in services or benefits.
- d) If the failure is deemed "knowing and willful," then he must be denied WIOA services. Any costs associated with services will be considered disallowed.
- e) Decisions will be made on a case-to-case basis.
- f) Documentation of the rationale for denying or accepting the applicant as a WIOA registrant must be retained in the participant's file.

5. Individuals denied services must be advised of available WIOA grievance procedures.

B. There are three acceptable reporting choices in IWDS that allow a customer to be determined to be Selective Service Compliant; therefore, determined eligible for WIOA services.

1. "Yes" - is appropriate for a male customer, born on or after January 1, 1960 and who has registered with Selective Service.
2. "Not Applicable" - is appropriate for any one of the following:
 - a. A female customer;
 - b. A male customer who has not reached 18 years of age; or
 - c. A male customer born before January 1, 1960.
3. "Locally Approved Waiver" - is appropriate for a male customer, 26 years of age and older who was born on or after January 1, 1960 and is not Selective Service compliant, but has demonstrated that his failure to comply was not knowing or willful, and has received a *Locally Approved Selective Service Waiver*. The "Locally Approved Selective Service Waiver" may also be appropriate for any one of the following:
 - 1) A male customer who can prove that they had entered the country for the first time after their 26th birthday;
 - 2) A male who served continuously in the Armed Forces from ages 18-26; or
 - 3) A male who can show they were confined to a residence, hospital, institution or was incarcerated continuously from age 18-25.
4. If the answer to the question of Selective Service compliance is "No" in IWDS, the client will never be determined eligible for WIOA.

Action Required: This information should be disseminated to all The Workforce Connection WIOA One-Stop Operator program directors/staff and partner agencies.

Inquiries: Questions regarding this policy should be directed to the The Workforce Connection Executive Director

Effective Date: Immediately