

The Workforce Connection, Inc.

Policy Title: Selective Service

Policy Number: 2016-200-006, Change 3

Status: Active

Effective: March 19, 2024

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) <https://www.govinfo.gov/content/pkg/STATUTE-100/pdf/STATUTE-100-Pg3816.pdf>
- WIOA Legislation and Rules and Regulations - section 189(h) <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
- Illinois workNet ePolicy Chapter 5 Section 1.1.1, 1.1.2, 1.1.3, and 1.1.4 <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/3>

Background:

Federal Law requires all male customers between the ages of 18 to 26 be in compliance with the Selective Service System in 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 the Department of Commerce and Economic Opportunity, must be signed by the customers who are born male 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 applicants, born male, 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).

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. Youth Program participants will register by their 18th birthday.
4. If an individual customer has not complied with the MSSA requirements for registration, the decision regarding the customer's eligibility for WIOA services will be made by the Career Planner Supervisor in accordance with the guidance issued in DOLETA's *TGEL 11-11 Change 1 and Change 2* and DCEO's WIOA ePolicy. (Exception: Selective Service requirement is not an eligibility criterion for Trade customers).

The Career Planner Supervisor 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. Must complete Selective Service Verification Form-DCEO/SS Form #001.

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 supervisor 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.

All WIOA services provided after the customer is determined to be non-compliant will be disallowed.

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

Action Required: This information must be disseminated to The Workforce Connection WIOA One-Stop Operator and all WIOA program directors/staff, partner agencies, sub-awardees, and contractors. All must be fully in compliance with this policy.

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

Effective Date:
Immediately upon Approval