

## **Program Notice: PN-04**

### **SUBJECT: Selective Service Registration Waiver**

**EFFECTIVE: 06/14/2017, 03/07/2022**

#### **Background**

All male applicants born on or after January 1, 1960, must be registered with Selective Service before accessing Workforce Innovation and Opportunity Act (WIOA) Title I and discretionary funded services. Subrecipients should inform male applicants who have not registered with Selective Service and have not reached their 26<sup>th</sup> birthday of registration requirements. Subrecipients can assist applicants with registration, learn who is required to register, and the documentation that must be provided to demonstrate they have an exemption by visiting the [Selective Service Website](#). If the male applicant is under 26 years of age and refuses to register with Selective Service, they must be suspended from WIOA Title I services until registered.

Training and Employment Guidance Letter [TEGL 11-11, Change 2](#) clarifies that subrecipients funded by WIOA Title I shall follow this program notice for males 26 years old or older that failed to register with the Selective Service. Subrecipients shall request a Status Information Letter from male applicants before deciding if failure to register was knowing and willful.

For additional guidance regarding Selective Service Requirements, see section 5.2 of the Benton-Franklin Workforce Development Council (BFWDC) [Eligibility Policy, 2015-01](#).

## Selective Service Waiver

**Date:** Click or tap here to enter text.

**Applicant Name:** Click or tap here to enter text.

All male applicants born on or after January 1, 1960, must be registered with the Selective Service **before** accessing WIOA Title I program services. (TEGL 11-11, change 2).

In determining whether the failure was "**knowing**," the following questions should be answered if appropriate, and attach any evidence to support your statement.

1. Were you aware of the requirement to register?
2. Did you know the military registration requirements in the U.S.?
3. If you knew about the requirement to register, were you misinformed about the applicability of the requirement to you (e.g., veterans who were discharged before their 26<sup>th</sup> birthday were occasionally told that they did not need to register)?
4. On what date did you first learn that you were required to register?
5. Where did you live when you were between the ages of 18 and 25?
6. What was your legal status when you were between the ages of 18 and 25?
7. Does your status information letter indicate that Selective Service sent letters to your address and they did not receive a response?
8. Provide details to the questions below when you were between the ages of 18 and 25:
  - Did you attend school?
    - Did you drop out of school?
    - Did you graduate from school?
  - Were you working?
    - Were you working as a seasonal farmworker?
  - Were you monolingual when you entered the U.S.?
    - Are you still monolingual?
    - Were you living in a monolingual household?

### Interviewer:

In determining whether the failure was "**willful**," the following question should be answered if appropriate:

1. Was the applicant aware of Selective Service, however, decided not to register?
2. Did he have Selective Service information on whether or not to register and decided not to register?
3. What actions, if any, did he take when he learned of the requirement to register?

The applicant's statement should reflect the answers to the questions above when considering whether or not the failure to register was knowing and willful. If the failure to register was not knowing and willful and the individual is otherwise eligible under WIOA Title 1, services may be provided. The applicant must complete the Selective Service Waiver and attach any evidence. If the applicant writes the statement in Spanish, the individual translating the statement must sign the translation where the form asks for the applicant's signature.

**Applicant's Statement:**

Click or tap here to enter text.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

- Eligible:** I have evaluated the **evidence presented** by the applicant and determined that the applicant's failure to register was not knowing and willful.
  
- Not Eligible:** I have evaluated the **evidence presented** by the applicant and determined that the applicant's failure to register was knowing and willful. The applicant has been determined ineligible for WIOA Title I services and has been provided with Complaint and Grievance Procedures. The ineligible determination has been case noted in the state Management Information System (MIS).

\_\_\_\_\_  
Interviewer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WIOA Manager Signature

\_\_\_\_\_  
Date