SELECTIVE SERVICE REGISTRATION

Effective
July 1, 2026

Purpose
To establish a local policy regarding Selective Service Registration requirements for WIOA Title I-funded programs and services administered through Stark Tuscarawas Workforce Development Board and OhioMeansJobs Centers in Stark and Tuscarawas Counties.

Applies To
1. Stark Tuscarawas Workforce Development Board (STWDB)
2. Workforce Initiative Association (WIA)
3. All Area Subrecipients

References
1. ODJFS WIOAPL No. 15-04.1Selective Service Registration
2. Workforce Innovation and Opportunity Act (WIOA)
3. Military Selective Services Act (50 USC App. 453), 32 CFR 1605

Related Documents
Not Applicable

Background
In order to participate in a program established by or receiving assistance under Title I of WIOA, all males born on or after January 1, 1960 must present documentation showing compliance with the Selective Service registration requirement. Acceptable documentation to determine a person's Selective Service registration status include:

- Selective Service Acknowledgement letter;
- Form DD-214 "Report of Separation";
- Screen printout of the Selective Service Verification site: https://www.sss.gov/verify/. For males who have already registered, this website can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth;
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A); and/or
- Stamped Post Office Receipt of Registration.

Definitions
Not applicable

Policy & Procedure
Registration Requirements for Males Under 26: Before being enrolled in WIOA Title I-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at www.sss.gov. If a male turns 18 while participating in any applicable services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA Title I-funded services. If a man under the age of 26 refuses to register with the Selective Service, WIOA Title I-funded services will be suspended until he registers.

Registration Requirements for Males 26 Years and Over: Before enrolling in WIOA Title I-funded services, all males, 26 years of age or older, must provide:

1. documentation of compliance with the Selective Service registration requirement;
2. documentation showing they were not required to register; or
3. if they were required to but did not register, documentation establishing that their failure to register was not knowing and willful.

STWDB requires that males 26 years and over, who failed to comply with the Selective Service registration requirement, request a Status Information Letter before making a determination that the failure to register was knowing and willful.

Requesting a Status Information Letter: An individual may obtain a Status Information Letter from Selective Service if he:

1. believes he was not required to register; or
2. did register but cannot provide any of the documentation listed in Section 3.

The Request for Status Information Letter form and instructions can be accessed at https://www.sss.gov/status-information-letter-sil/. The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18 through 25) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the Status Information Letter indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in services authorized or funded by Title I of WIOA. If the Status Information Letter indicates that the individual was required to and did not register, he is presumed to be disqualified from participation in WIOA Title I-funded activities and services until it can be determined that his failure to register was not knowing and willful.

Procedures

All males 18 years and older who were born after 1960 must show documentation that they registered with Selective Service to receive Title I services through the STWDB.

- Applicants may show their Selective Service card which verifies their registration.
- Career Services and Youth Program staff may also look up the applicant's status on the Selective Service website. The page showing a match to the applicant's name, DOB and SS# is copied and put with the WIOA eligibility application.
- If the applicant states that he did not register or is not sure if he registered, the staff will again see if there is a match on the website. If not, the following procedure is followed:
    - If the applicant is between 18 and 25 and he did not register, the staff person can register him (in their presence) via the SS website.
    - If the applicant is 26 or older but born after 1960 (and does not meet any other exclusions), and his registration does not come up on the SS website, the staff will provide the SS website address and/or phone number to the applicant so the customer can follow up with the Selective Service Office to investigate. Staff will re-enter the applicant's information to make sure there are no data entry errors on their part.
    - Final eligibility is not determined, and the funding application process is stopped until the applicant can produce a written document from Selective Service verifying his status.

Determining Knowing and Willful Failure to Register If the applicant was required but failed to register with the Selective Service as determined by the Status Information Letter or by his own acknowledgment, the

applicant may only receive services if he can establish by a preponderance of the evidence that the failure to register was not knowing and willful. The Career Services and/or Youth Program staff will evaluate the evidence presented by the applicant and determine whether the failure to register was a knowing and willful failure.

Evidence presented may include the applicant's written explanation and supporting documentation of his circumstances at the time of the required registration and the reasons for failure to register. The applicant should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

1. Service in Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
2. Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering may also be helpful to grantees in making determinations in cases regarding willful and knowing failure to register.

In order to establish consistency regarding the implementation of the requirement, the Career Services staff will consider the following questions when determining whether a failure to register is knowing and willful.

In determining whether the failure was "knowing," the Career Services/Youth Program staff will consider:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26? Page 3 of 4
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was "willful," the Career Services/Youth Program staff will consider:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

If the Career Services/Youth Program staff determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided if all other eligibility factors are met. If the staff determines that evidence shows that the individual's failure to register was "knowing and willful," WIOA Title I services must be denied. The STWDB Executive Director has the final decision-making authority in the determination. Individuals denied services must be advised of available grievance procedures. The Career Services/Youth Program staff will keep documentation related to evidence presented in determinations related to Selective Service.

Responsible Party

Assistant Director, Stark Tuscarawas Workforce Development Board

Approving Authority
Executive Director, Stark Tuscarawas Workforce Development Board

Revision History
07-01-2016 | 07-01-2026