



## Ohio Valley Employment Resource

PO Box 181  
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Proudly serving Monroe, Morgan, Noble & Washington Counties, since 2000

### **Workforce Innovation and Opportunity Act Policy Letter No. 15-04 (Selective Service Registration)**

#### **I. Purpose**

The purpose of this policy is to outline the requirements for Selective Service System (hereafter "Selective Service") registration as mandated by the Workforce Innovation and Opportunity Act (WIOA) and the Military Selective Service Act (MSSA) for:

- Male participants born on or after January 1, 1960

This policy applies to enrollment in the youth, adult, and dislocated worker programs.

It will be the policy of the Workforce Development Board to follow the most recent State policy 15-04 (Selective Service Registration) with the following additions highlighted in yellow:

#### **II. Effective Date with WDB and COG motion #s**

July 1, 2015; COG motion 9-15 on 1/25/16; WDB motion 10-15 on 12/14/15

#### **III. Background**

#### **IV. Requirements**

##### **C. Local Workforce Development Area Procedures**

Local areas must have written procedures in place to document compliance with the Selective Service registration requirement. **If not registered, there must be documentation showing an applicant was not required to register, or if required to register but not registered there must be documentation establishing that the failure to register was not knowing and willful.**

To comply with selective service verification, the participant file must contain:

- A copy of the search at <https://www.sss.gov/Registration/Check-a-Registration/Verification-Form> or participant provided proof of registration.
- Documentation of allowed exemptions identified in IV A of the state policy.
- If not registered, but registration was required:
  1. Registration MUST be completed, if participant is a male ages 18 through 25.
  2. If male participant is beyond registration age(above) and can no longer register, the participant file must contain documentation to demonstrate that the lack of registration was not knowing and willful. This may include the individual's written explanation and supporting evidence of his circumstances at the time of the required registration and the reasons for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case.

If, after evaluating the evidence provided by the applicant, the local county staff determines that the failure to register was not knowing and willful, and he is otherwise eligible for WIOA, services may be granted.

However, if the determination is that the individual's failure to register was knowing and willful, WIOA services will be denied. Individuals denied services should be advised of the available grievance procedures under WIOA. Decisions by the local county regarding selective service registration determinations are subject to the WIOA grievance and appeal procedures.

- V. **Documentation**
- VI. **VI. Monitoring**
- VII. **Technical Assistance**

At the county level, it is the county's discretion to contact the state directly or to start with the Area Executive Director. However, regardless of choice, the Area Executive Director must be consulted, whether directly or by cc: on email, so that the WDB is informed and engaged in local implementation.