



## **Selective Service Registration Requirement & Waiver Form** **WIOA Funded Programs** **(Adult, Dislocated Worker, Youth, RR, NEG, Discretionary, Etc.)**

### **Background:**

On November 23, 2011, the U.S. Department of Labor issued TEGL 11-11 regarding Selective Service Registration Requirements for applicants to and participants in Workforce Investment Act funded programs, newly identified as Workforce Innovation and Opportunity Act (WIOA) funded programs as of July 1, 2015. TEGL 11-11 Change 2 was introduced and active as of May 12, 2012

TEGL #11-11 Change 2 clarifies the implementation of the Selective Service registration requirements of the Workforce Investment Act (WIA) of 1998 § 189(h), codified at 20 CFR 667.250, and the Military Selective Service Act (50 U.S.C. App. 453), codified at 32 CFR Part 1605. This guidance clarifies that grantees, subgrantees, or contractors funded or authorized by Title I of WIA (WIOA) must set a policy for potential participants who are males 26 years old or older that failed to register with the Selective Service. The policy may either (1) request a Status Information Letter from a potential participant before making a determination of knowing and willful failure to register; or (2) initiate the process to determine if the potential participant's failure to register was knowing and willful without the first requesting a Status Information Letter.

Selective Service registration is an eligibility requirement and must be addressed before enrollment into a qualifying program. In the case of males enrolled in a Youth program before their 18<sup>th</sup> birthday, document that the individual has registered no later than 30 days after his 18<sup>th</sup> birthday in order to continue the receipt of WIOA funded services.

***Effective immediately, dispose of all previous Selective Service Waiver Request forms and begin using this updated form dated 5/20/2021***

### **Instructions for WIOA Program Operator:**

1. Before submitting this waiver, go to the Selective Service website to verify that the applicant is not registered;
2. If they are not registered, staff should first ask the applicant for a copy of his Status Information Letter (SIL). Scan a copy of the SIL and send with this waiver. If the applicant does not have an SIL, they can request it through the Selective Service website - [www.sss.gov](http://www.sss.gov)
3. Staff do not need to wait for the SIL to submit this waiver. However, they do need to provide the date of his request within the waiver. Additionally, the SIL will need to be provided once received if the waiver is approved.
4. If a participant is not registered, the applicant must write or type a statement explaining in detail why they did not register. Refer to PacMtn Policy # – Selective Service Registration and TEGL 11-11 Change 2 for the type of information/documentation that the applicant may provide.
5. Staff must complete & sign this form and submit with the waiver, any supporting documentation via the waiver email. [waivers@pacmtn.org](mailto:waivers@pacmtn.org)
6. Staff will receive an email requesting more information or a signed copy of the approved waiver with signature by an authorized signer. Allow 2-3 business days.

# PACMTN WAIVER REQUEST FOR SELECTIVE SERVICE REGISTRATION

Updated 5/2021

## FILL IN BELOW AND OBTAIN OTHER DOCUMENTATION

Date: \_\_\_\_\_ Circle: Adult or DW or Youth or Other \_\_\_\_\_ County: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date Entered the USA (if applicable): \_\_\_\_\_ MIS ID#: \_\_\_\_\_

Is SIL attached: \_\_\_\_\_yes \_\_\_\_\_no (if no, indicate date the SIL was requested: \_\_\_\_\_)

Send the following with the completed waiver form:

- a) Status Information Letter (or indicate the date this was requested from Selective Service).
- b) Copies of any documentation the applicant can provide to substantiate his statement.
  - Refer to PacMtn Policy # - Selective Service Registration
- c) A statement from the applicant that explains in detail why he failed to register.  
*\*Please note an applicant statement may serve as sufficient evidence only when other options of documentation or third party corroboration are not available.*

**\*\* If the applicant has given you any reason to think that he knowingly or willfully failed to register for Selective Service, provide a statement as an attachment.**

Examples of what an applicant should or could include in a Self-Attestation or Applicant Statement:

I, \_\_\_\_\_, have been informed that the law required me to register for the United States Selective Service. I have been told that my statement must be made freely and voluntarily.

I first became aware of my duty to register with the United States Selective Service System on - Provide date

While I was between the ages of 18 and 26, I did not live in the United States.

While I was between the ages of 18 and 26, I was incarcerated  
(To be fully exempt, you must have been confined continuously from age 18 to 26.)

I did not register for the Selective Service because I did not know I was supposed to register with the Selective Service System at any time while I was between the ages of 18 years old and 26 years old.

Had I known I was supposed to register with the Selective Service System while I was between the ages of 18 years old and 26 years old, I would have registered.

\_\_\_\_\_  
Staff Signature and Date

\_\_\_\_\_  
PacMtn Authorized Signer

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Date