With this transmittal, CWP issues updated Selective Service Registration Policy. The update to this policy aligns with CTDOL’s updated Selective Service Registration policy and helps to clarify existing selective services registration requirements. In addition to being attached to this transmittal, the updated 2-40 Selective Service Registration policy is also in Section 2 of CWP’s online policy and procedures manual at https://capitalworkforce.org/policies/.

Questions regarding CWP’s Selective Services Registration policy should be addressed to Sandy Mackie, CWP’s Chief Program Officer, at SMackie@capitalworkforce.org.
A. **Purpose**
To provide guidance regarding the federal and state requirement that certain individuals must register with Selective Service as a condition of eligibility for some services. Citation: CTDOL WIOA Policy Manual Section 25 Selective Service Registration Requirements.

B. **Selective Service Registration Requirement**
For the individuals described in section C below, selective service registration is required for enrollment in federal and some State-funded education and training programs including all CWP’s WIOA-funded programs, CYEP-funded programs, federal student grants and loans, State student aid, job training benefits, federal employment and U.S. citizenship.

C. **Individuals Who Must Register with Selective Service** [https://www.usa.gov/register-selective-service](https://www.usa.gov/register-selective-service)
Almost all men who are 18-25 years old and live in the United States must register for Selective Service. This includes:
1. U.S. citizens (U.S. born, dual citizens, and naturalized)
2. U.S. citizens who live outside of the country
3. Immigrants (legal permanent residents and undocumented immigrants)
4. Refugees and asylum seekers
5. Transgender people who were assigned male gender at birth
6. People with disabilities
7. See Selective Service’s full list of who is required and exempt from registering at citation above.

D. **Individuals Who Do Not have to Register Selective Service**
1. Males less than 18 years old
2. Males who are U.S. citizens and fall within one of the following categories:
   a. Men who are serving in the military on full-time active duty
   b. Men attending the service academies
   c. Disabled men who are continually confined to a residence, hospital or institution
   d. Men who are hospitalized, institutionalized, or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.
   e. Individuals who were born female and have changed their gender to male
   f. Men who are **non-U.S. citizens** if the male falls within one of the following categories:
      i. Non-U.S. male who came into this country for the first time after his 26th birthday and has acceptable supporting documentation which may include:
         a) Date of entry stamp in his passport
         b) I-94 with date of entry stamp on it
         c) A letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the individual’s age
      ii. Non-U.S. male who entered the U.S. illegally after his 26th birthday (must provide proof that he was not living in the U.S. from age 18 through 25)
      iii. Non-U.S. male on a valid non-immigrant visa

E. Documentation of Selective Service Registration

All males who are required to register with Selective Service to enroll in a CWP program must present documentation showing compliance with the Selective Service registration requirement. Acceptable documentation showing registration status includes:

1. Selective Service Acknowledgement letter
2. Form DD-214 “Report of Separation
3. Screen printout of the Selective Service Verification on the Selective Service website at http://www.sss.gov. 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.
4. Selective Service Registration Card
5. Selective Service Verification Form (Form 3A)
6. Stamped Post Office Receipt of Registration

F. Participant Turns 18 After Enrollment in a Program that Requires Selective Service Registration

1. Male participants who are age 17 or younger at the time of enrollment who subsequently turn age 18 while participating in the program must be registered for Selective Service by the 30th day after their 18th birthday to remain eligible for services.
2. Funds expended on participants who are required to register with Selective Service but are not registered by the 30th day after their 18th birthday may be considered disallowed costs.
3. Any male youth participant who attains age 18 while enrolled in a CWP program and refuses to comply with Selective Service Registration requirements is exited from the program. Additionally, WIOA participants are not placed in follow-up.
4. A case note describing the reason for termination of services is placed in the participant’s record.

G. Registration Requirements for Males 26 Years and Over

1. Prior to being enrolled in a CWP program, all males 26 years of age or older, must provide documentation of compliance with the Selective Service registration requirement.
2. Individuals who did not register for the Selective Service or who cannot provide any of the documentation listed above must:
   a. Obtain a Status Information Letter from Selective Service indicating whether he was required to register
   Or
   b. Describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, military service) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.
3. The Request for Status Information Letter and instructions can be accessed at http://www.sss.gov. The Status Information Letter is good for life and the individual should be encouraged to keep their original letter in a safe place for future reference. If the Status Information Letter indicates that an individual is not required to register for the Selective Service, then he is eligible to enroll in services.
4. If the Status Information Letter indicates that the individual was required to register and now cannot because he is 26 or older, he is presumed to be disqualified from participation in federal and state-funded activities and services until it can be determined that his failure to register was not knowing and willful. All costs associated with services provided to non-eligible individuals may be disallowed.

H. Determining Knowing and Willful Failure to Register

1. If an individual was required to register with Selective Service but failed to do so, he may only receive services if he provides evidence to establish that the failure to register was not knowing and willful.

2. Program providers will be responsible for evaluating the evidence presented by the individual and determining whether the failure to register was “knowing and willful.”

3. The individual is encouraged to offer as much evidence and in as much detail as possible to support his case. Evidence may include an applicant’s statement and supporting documentation of his circumstances at the time of the required registration and the reason for failure to register. Examples of documentation that may help in making a determination in these cases include:
   a. Service in Armed Forces. Documentation verifying that a man has served honorably in the U.S. Armed Forces such as the DD Form 214 or his Honorable Discharge Certificate may be considered sufficient evidence that his failure to register was not willful or knowing.
   b. Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, are also acceptable documentation that may also be helpful to program providers determining whether the failure to register was willful and knowing.

4. In determining whether the failure was “knowing”, program providers should consider:
   a. 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)?
   b. On which date did the individual first learn that he was required to register?
   c. Where did the individual live when he was between the ages of 18 and 26?
   d. Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

5. In determining whether the failure was “willful”, program providers should consider:
   a. Was the failure to register done deliberately and intentionally?
   b. Did the individual have the mental capacity to choose whether or not to register and decided not to register?
   c. What actions, if any, did the individual take when he learned of the requirement to register?

6. If based on the evidence, the determination is made that the individual did not knowingly and willfully fail to register, and the individual is otherwise eligible, services may be provided.

7. If based on the evidence, the determination is made that the individual knowingly and willfully fail to register, services must be denied. Individuals denied services must be advised of grievance procedures.

8. Case notes and documentation related to the determination are saved to the individual’s record.