



**RIVERSIDE COUNTY  
ECONOMIC DEVELOPMENT AGENCY  
WORKFORCE DEVELOPMENT CENTER**

***POLICIES AND PROCEDURES***

Date: January 10, 2005

Number: 19-17

**SUBJECT:** SELECTIVE SERVICE REGISTRATION

**PURPOSE:** To provide guidance for verifying Selective Service compliance for participation in Workforce Investment Act (WIA) Title I Adult programs.

**REFERENCES:** WIA Section 189 (h)

The Military Selective Service Act of the United States Code (U.S.C.) Section 3 Title 50 Appendix 453

U.S. Department of Labor (DOL) Training and Employment Guidance Letter No. 8-98, November 4, 1998

Employment Development Department (EDD) Directive WIAD01-4, August 28, 2001

EDD Draft Directive LLDD-10, June 5, 2008

**POLICY:**

Selective Service Registration must be verified prior to enrolling a male 18 years of age and older and born after December 31, 1959 into a WIA-funded program. This requirement is not applicable to individuals applying for Wagner-Peyser (Labor Exchange, Veterans, and Migrant Seasonal Farm Workers) or Trade Adjustment Assistance programs and services.

**PROCEDURES:**

Verification of compliance shall be documented through the following methods:

- Selective Service registration acknowledgement card;
- Telephone Verification: 1-847-688-6888;
- Internet Site: <http://www.sss.gov>. A complete listing of individuals required to register can also be found at this site.

If registration compliance cannot be documented through the above procedures, staff must adhere to the following guidelines:

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I. Males Between the Ages of 18 and 26

Males who are required to, but have not registered, and have not yet reached their 26<sup>th</sup> birthday, must be referred to the Selective Service System (SSS) for registration prior to enrollment in WIA-funded services. The applicant is responsible for completing the registration on-line at the internet site indicated above. If the applicant chooses not register, WIA services must be denied.

II. Males Over the Age of 26 Who Did Not Register

Any male over 26 years old, who was required to register with Selective Service, but did not and now cannot be registered because the law does not allow for registration after the age of 26 is presumptively disqualified from participation in WIA-funded services and activities unless the individual is able to explain that his failure to register was not “knowing and willful”.

- “Knowing and Willful” Failure to Register Determinations

Knowing and willful failure to register determinations will be based upon the applicant’s self-certification that he was exempt at the time of the required registration due to his circumstances. Staff must provide the applicant with WIA Selective Service Registration Status form CSU 448-90 (<http://www.rceda-webzone.com/Default.aspx?tabid=128>). The applicant will complete the form to document his status and reason for failing to register. EDA/WDC staff will review the document to certify whether the applicant was exempt from registration requirements based upon the following criteria:

1. The applicant served in the armed forces;
2. The applicant was incarcerated, institutionalized, hospitalized or confined to home;
3. The applicant is a lawful non-immigrant on a visitor visa;
4. The applicant legally entered the United States after his 26<sup>th</sup> birthday;
5. The applicant has other substantial and compelling reasons.

If after review, EDA/WDC staff determines the applicant met the exemption criteria at the time of the required registration, a determination that the applicant did not knowingly and willfully fail to register is established. WIA services may be granted if he is otherwise eligible.

If however, staff determines the applicant knowingly and willfully disregarded the registration requirement, WIA services must be denied. Applicants who are denied services must be advised of the available WIA grievance procedures. (<http://www.rceda-webzone.com/Default.aspx?tabid=129>). Local level decisions are appealable to the State.

Wagner-Peyser or Trade Adjustment Assistance services may be provided to applicants who are denied WIA services based upon a knowing and willful disregard of the Selective Service registration requirement, if otherwise eligible.

III. Males Who Become 18 Years of Age While Participating in WIA Youth Programs

Males who turn 18 while participating in a WIA Youth Program must be registered with Selective Service within 60 calendar days of the 18<sup>th</sup> birthday. WIA Youth Service Providers

will ensure that the participant completes a Selective Service registration card and submits it to the Selective Service office within that time frame or will ensure that the participant registers on line at the internet site listed above. On-line registration or registration cards may be completed, with participant's permission, at time of registration if said participant will turn 18 within the program period and may be submitted by service provider with youth's permission to the Selective Service office where it will be held until the 18<sup>th</sup> birthday or the time deemed appropriate by the Selective Service office. It is reiterated that this may be done only with participant's consent. If the youth has not received services either 30 days prior and or 30 days after his 18<sup>th</sup> birthday, service providers must exit the participant by the 60<sup>th</sup> day past the 18<sup>th</sup> birthday due to lack of participation and/or inability to contact participant.

Verification of application for and registration shall be placed in the participant file by the youth provider. EDA WIA Youth liaison staff shall verify registration by way of monthly reports submitted by EDA Management Information Systems (MIS) staff. Should the participant fail to be registered within the specified time frame, he must be exited from the WIA program. If the WIA service provider fails to exit the participant from the program he shall be exited by EDA staff. No costs may be incurred for a participating male past his 18<sup>th</sup> birthday until registered for Selective Service.

Please direct any questions or concerns regarding this Policy to the Planning and Operations Unit of the Workforce Development Center at 951.955.3100.



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Loren Sims, Planning and Operations Manager

Revision Dates:

- 1) April 27, 2006
- 2) August 02, 2006
- 3) July 10, 2008
- 4) July 30, 2008