



**Policy Letter #3**

**TO:** All Staff  
**FROM:** Mid-Carolina Workforce Development Staff  
**SUBJECT:** Selective Service Registration Policy

**PURPOSE**

This policy establishes the Mid-Carolina Workforce Development Board's policy on the Workforce Innovation and Opportunity Act (WIOA) requirement that a determination of Selective Service registration status is made prior to enrollment in WIOA-funded activities and services. Only those applicants in compliance with the registration requirements of the Military Selective Service Act (MSSA, 50 U.S.C. App 453), as amended, are eligible to participate in WIOA-funded activities and services.

**BACKGROUND**

Males who are subject to, and have complied with, the registration requirements of the Military Selective Service Act (MSSA) are eligible for participation in WIOA-funded programs and services. Section 3 of the MSSA requires that every male citizen, and every other male residing in the United States, must register with the Selective Service System between their 18<sup>th</sup> and 26<sup>th</sup> birth dates. See Attachment A.

The Selective Services registration card including the acknowledgment card (letter) is not a legal requirement to be signed. The selective services registration and acknowledgement card serves as a record of the registration

Men born on or after January 1, 1960, are required to register with Selective Service within 30 days of their 18<sup>th</sup> birthday (i.e., 30 days before or 30 days after their birthday.) This includes males who are:

- Citizens of the U.S.;
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; and/or
- Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military on full-time active duty;
- Men attending the service academies;
- Disabled men who are continually confined to a residence, hospital, or institution; and/or
- 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 26<sup>th</sup> birthday.***

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26<sup>th</sup> birthday. Acceptable forms of supporting documentation include:
  1. Date of entry stamp in his passport;
  2. I-94 with a date of entry stamp on it; or

3. 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.
- Non-U.S. male who entered the U.S. illegally after his 26<sup>th</sup> birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
- Non-U.S. male on a valid non-immigrant visa.

### **ACTION**

Career Center staff of the Mid-Carolina Local Area will ensure that all male applicants/participants who are required to register for Selective Service have complied. These applicants/participants must comply at least 30 days prior to or within 30 days of their 18<sup>th</sup> birthday to continue receiving WIOA services.

Applicants who ***have not*** reached their 18<sup>th</sup> birthday by the eligibility completion date will have a case note entered in their NCWorks profile indicating the date they will be required to register for Selective Service. These applicants will be required to sign a Notification of Selective Service Statement which explains the procedures for registering and the consequences for not registering. Service Provider staff are required to run NCWorks Online reports to track non-compliance.

The applicant will be required with their parent or legal guardian to sign this document and return to their Career Advisor before receiving a WIOA-funded service.

Any male 26 years of age or older who did not register for Selective Service is presumed to be disqualified from participation in WIOA-funded activities and services unless the applicant/participant can provide evidence explaining why he failed to register with Selective Service. Evidence may include the job seeker's written explanation, along with supporting documentation of his circumstances at the time of the required registration and the reason for failure to register.

Before enrolling in WIOA Title 1-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. (*Status Information Letter*: <http://www.sss.gov/PDFs/inform.pdf>).

Career Center staff will evaluate the evidence presented by the job seeker and determine whether failure to register with Selective Service is consistent with the amendment to Public Law 99-661, 1366. If the Career Center staff member determines that failure to register was not a knowing and willful failure and the applicant is otherwise eligible, services may be granted.

If the evidence shows that the applicant's failure to register was knowing and willful, WIOA services must be denied, and the applicant will be advised of the Career Center's grievance procedures.

In instances where documentation is questionable, the final determination as to whether WIOA services will be provided will be made by the Mid-Carolina Workforce Development Director.

### **ATTACHMENT**

Attachment A: Who Must Register for Selective Service

Attachment B: Notification of Selective Service Form

### **CREATION DATE**

July 2022

### **REVISION DATE**

January 2024  
December 2024  
June 2025





### Who Must Register for Selective Service

Category	Yes	No
All male U.S. Citizens who have attained 18 years of age but are yet 26 years old, except as noted below	X	
<b>Military-related</b> Members of the armed forces on Active Duty (Active Duty for training does not constitute Active Duty or registration purposes.)		X*
Cadets and midshipmen at service academies or the Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College, Norwich University, and Virginia Military Institute		X*
National Guardsmen and Reservist not on active duty	X	
Delayed Entry Program enlistees	X	
Reserve Officer Training Corps students	X	
Separate from active military service, separated for any reason before age 26	X	
Men rejected for enlistment for any reason before age 26	X	
Civil Air Patrol members	X	
<b>Aliens**</b> Lawful, eligible non-citizens on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired forms I-94, I-95A, or Border Crossing Documents I-185, I-586, or I-444)		X
Permanent resident aliens	X	
Special (seasonal) agricultural workers (I-688)	X	
Special agricultural workers (I-688A)	X	
Refugee, parolee, and asylee non-citizens	X	
Undocumented (illegal) aliens	X	
Dual national U.S. citizens	X	





### Notification of Selective Service Form

The Workforce Innovation and Opportunity Act (WIOA) requires that a determination of Selective Service Registration be made prior to enrollment in WIOA-funded activities and services. Male applicants in compliance with the registration requirements of the Military Selective Service Act (MSSA, 50 U.S.C. App. 453), as amended, are eligible to participate in WIOA-funded activities and services.

The Mid-Carolina Local Area NCWorks Center staff will ensure that all male applicants/participants who are required to register for Selective Services have complied. These applicants/participants must comply 30 days prior to or 30 days after their 18<sup>th</sup> birthday to continue receiving WIOA services.

Registration for Selective Service can be completed by accessing the website at [www.sss.gov](http://www.sss.gov), or requesting a form from an NCWorks Case Manager. Selective Services forms can also be obtained from any United States Post Office.

Men convicted of failure to register may be fined up to \$250,000.00, imprisoned for up to five years, or both. In addition to being subject to prosecution, failure to register may cause you to permanently forfeit eligibility for certain benefits. Not registering is a FELONY.

I hereby acknowledge that I have read or been read the above information and understand that failure to comply will result in termination of WIOA-funded activities or services.

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Applicant/Participant's Signature

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Date

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Parent/Guardian's Signature  
(If Participant is under the age of 18)

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Date

