

Selective Service (SS) Registration from Program Eligibility Requirements 4(c)

- All males born on or after January 1, 1960 (*TEGL 11-11, change2*) must provide SS registration or documentation of exception that failure to register was not knowing and willful.
- Acceptable documentation includes SS Acknowledgement Letter, Registration Card, or Verification Form, or Local area approved waiver.
- Males 25 years or under who have not reached their 26th birthday must register through the SS System website or provide documentation of exemption prior to receiving WIOA Title I-B services. Males turning 18 while participating in WIOA funded services must complete SS registration no later than 30 days after becoming 18 to continue to receive WIOA services.

Exceptions Process: Determining Knowing and Willful Failure to Register

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| <i>Case Manager</i> | 1. Identifies client has not registered for SS, through staff/participant interview using the 5101ATT Selective Service Exemption Request Form (located in the Attachments) |
| | 2. Obtain details of why client did not register, include documentation. Documentation should include evidence that the failure was not knowingly and willful. |
| | 3. Email client details and documentation to OWDC Program Supervisor for determination, cc program case manager's Supervisor/Manager. |
| <i>OWDC Program Supervisor</i> | 4. Upon receipt of exception request, Program Supervisor will determine if the failure was knowing and willful. |
| | 5. Using TEGL 11-11, Change 2, determine clients registration exception. |
| | 6. Email staff (cc'ing their supervisor/manager) of determination. |
| <i>Case Manager</i> | 7. Notify client of determination. |
| | 8. Documentation including email of determination is required to be uploaded into WIOA Eligibility Application SS Registration Tab. |

REFERENCES

Selective Service Registration and Requirements for Employment and Training Administration Funded Programs, Training and Employment Guidance Letter ([TEGL 11-11, Change2](#))