

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> | <ol style="list-style-type: none">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> | <ol style="list-style-type: none">4. Upon receipt of exception request, Program Supervisor will determine if the failure was knowing and willful.5. Using <i>TEGL 11-11, Change 2</i>, determine clients registration exception.6. Email staff (cc'ing their supervisor/manager) of determination. |
| <i>Case Manager</i> | <ol style="list-style-type: none">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](#))