



Susquehanna Workforce Network, Inc.

Participant Selective Service Policy

Susquehanna Workforce Network, Inc. (SWN) must comply with Selective Service registration requirements.

Selective Service Registration Requirements:

Men born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th 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 26th 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 26th birthday.

Acceptable forms of supporting documentation include:

1. Date of entry stamp in his passport;
 2. I-94 with 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 26th 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.

This list is not intended to be exhaustive. Please visit the Selective Service website for more information about the registration requirements at www.sss.gov. The Selective Service

System also provides a quick reference chart showing who must register located at <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf>.

Selective Service Compliance:

In order to participate in Federally Funded Training, all males born on or after January 1, 1960 must present documentation showing that they registered with Selective Service. Documentation to show Selective Service compliance must be maintained in the customer's file. Acceptable documentation to determine a person's Selective Service registration status are:

- Selective Service Acknowledgement letter;
- Form DD-214 "Report of Separation"; (Service in Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.)
- Screen printout of the Selective Service Verification site: www.sss.gov/RegVer/wfVerification.aspx. 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;
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A); and/or
- Stamped Post Office Receipt of Registration.

For individuals who are required to register and cannot produce documentation:

If the individual is under 26 Years of age:

Before being enrolled in federally funded services, all males who are not registered with Selective Service must register through the Selective Service website at www.sss.gov. If a male turns 18 while participating in services, he must register with Selective Service within 30 days of becoming 18 in order to continue to receive funded services. If a man under the age of 26 refuses to register with Selective Service, federally funded services will be suspended until he registers.

If the individual is over 26 years of age:

Before being enrolled in federally funded services, all males, 26 years of age or older, must provide documentation of compliance with the Selective Service registration requirement (listed above); documentation showing they were not required to register; or if they were required to but did not register, documentation establishing that their failure to register was not knowing and willful. Individuals who cannot provide proof of registration documentation listed above must request a Status Information Letter.

The Status Information Letter from Selective Service can show that an individual was not required to register, or did register. The Request for Status Information Letter form can be accessed at <http://www.sss.gov/PDFs/infoform.pdf> and the instructions can be accessed at <http://www.sss.gov/PDFs/instructions.pdf>. The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization,

incarceration, and/or military service from age 18 through 25.) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the Status Information Letter indicates that the individual was not required to register for Selective Service, then he is eligible to enroll in services. If the Status Information Letter indicates that the individual was required to and did not register, he is presumed to be disqualified from participation in federally funded activities and services until it can be determined that his failure to register was not knowing and willful.

Determining Knowing and Willful Failure to Register:

If the individual was required but failed to register with the Selective Service as shown in the Status Information Letter, the individual must show that the failure to register was not knowing and willful in order to receive funded services.

SWN management, typically the Executive Director and/or WIOA Operations Manager will determine if an individual's failure to register was knowing and willful. Staff working with an individual who did not register for Selective Service should provide to SWN management: 1) a copy of the Status Information Letter, 2) an applicant statement answering the following questions:

- Did the individual leave high school before graduation? At what age?
- 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?
- On which date did the individual first learn that he was required to register?
- Where did the individual live when he was between the ages of 18 and 26?
- Was the failure to register done deliberately and intentionally?
- What actions, if any, did the individual take when he learned of the requirement to register?

SWN Management will determine if the failure to register was knowing and willful and notify the Employment Specialist. If it is determined that the failure was not knowing and willful, then the individual is eligible for federally funded services. If it is determined that the failure was knowing and willful, the individual is not eligible for federally funded services. Individuals denied services must be advised of WIOA grievance procedures.