

ACTION BULLETIN

TO: All Workforce Innovation and Opportunity Act (WIOA) Funded Service Providers

DATE: September 15, 2026

SUBJ: Selective Service Registration and Verification Policy - Amendment

PURPOSE OF BULLETIN:

This bulletin provides an **update** regarding Selective Service registration documentation requirements for individuals applying to receive Workforce Innovation and Opportunity Act (WIOA) Title I funded services. This policy applies to all subrecipients, or contractors funded or authorized by WIOA Title I. Changes will be highlighted in **bold** text.

CITATIONS:

- WIOA (Public Law 113-128) Section 189(h)
- Title 50 United States Code “Military Selective Service Act,” Appendix 453
- Training and Employment Guidance Letter (TEGL) 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Administration Funded Programs (May 16, 2012)
- TEGL 8-98, Selective Service Registration (November 4, 1998)
- Employment Development Department (EDD) Workforce Services Directive (WSD) 16-18 – Selective Service Registration, issued April 10, 2017

BACKGROUND:

Individuals who were **assigned male at birth** and are subject to the registration requirements of the Military Selective Service Act must have complied with these requirements to be eligible for participation in WIOA-funded programs and services. Under WIOA Section 189(h), the U.S. Secretary of Labor is required to ensure that each individual participating in a WIOA program, or receiving any assistance under WIOA Title I, has not violated Section 3 of the Military Selective Service Act. This section requires that every individual assigned male at birth who is residing within the United States (citizen or non-citizen) must register with Selective Service between their 18th and 26th birthdays.

This guidance is being reissued to update acceptable forms of documentation when determining whether an individual’s failure to register with the Selective Service was knowing or willful.

This first revision to ACWDB's Selective Service Registration and Verification policy is being initiated due to the Selective Service System's decision to discontinue the practice of issuing Status Information Letters as of June 30, 2026. Responsibility to determine whether an individual's failure to register for Selective Service was knowing or willful will fall to the Local Area administering the federally funded program.

SELECTIVE SERVICE REGISTRATION REQUIREMENTS:

Individuals **assigned male at birth** who were born on or after January 1, 1960, are required to register with the Selective Service within 30 days of their 18th birthday and up to, but not including, their 26th birthday. This includes the following males:

- U.S. citizens
- Veterans discharged **from the U.S. Military** before their 26th birthday
- Non-U.S. citizens, including undocumented immigrants, legal permanent residents, and refugees, who take up residency in the U.S. prior to their 26th birthday
- Dual nationals of the U.S. and another country, regardless of whether they live in the U.S.

Selective Service registration is not required for the following individuals **who were assigned male at birth** and are U.S. citizens:

- Individuals who are serving in the military on full-time active duty **on the date of application**
- Individuals attending any military service academies
- Disabled individuals who were continually limited to a residence, hospital, or institution
- Individuals 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
- Veterans discharged from the military after their 26th birthday

Selective Service registration is not required for the following individuals who were **assigned male at birth** and are non-U.S. citizens:

- Non-U.S. individuals who entered the U.S. for the first time after their 26th birthday
Acceptable forms of supporting documentation include the following:
 - Date of entry stamp in passport
 - I-94 with date of entry stamp on it
 - Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the individual entered the U.S. presented in conjunction with documentation establishing the individual's age
- Non-U.S. individuals who entered the U.S. illegally after their 26th birthday. They must provide proof that they were not living in the U.S. from age 18 through 25
- Non-U.S. individuals on a valid, non-immigrant visa

**Note that the requirement for transsexual, transgendered, and intersex individuals to register with the Selective Service depends upon the gender recorded on their birth certificate. According to the Selective Service website, "Individuals who are born female and have a gender change are not required to register. U.S. citizens or immigrants who are born male and have a gender change are still required to register."*

The above list of Selective Service registration requirements is not exhaustive. Additional information regarding these requirements, including a Quick Reference Chart showing who must register, can be found on the Selective Service website. <https://www.sss.gov>

ACCEPTABLE DOCUMENTATION:

In order to be eligible to receive WIOA-funded services, all individuals **assigned male at birth** who were born on or after January 1, 1960, must present documentation demonstrating compliance with the Selective Service registration requirements.

Acceptable documentation to determine a person's compliance with the requirement to register with Selective Service includes the following:

- Selective Service registration acknowledgement letter
- Report of Separation form (Form DD-214). Should be used only if a veteran was discharged after his 26th birthday
- Screen printout of the Selective Service Verification site (<https://www.sss.gov/verify/>)
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)
- Stamped post office receipt of **Selective Service** registration
- Selective Service Registration Confirmation Declaration (a standard declaration form completed by a member of the Workforce Services Support Team) attesting that through phone contact with the Selective Service Administration, confirmation and a valid Selective Service Registration Number have been provided. The Selective Service Administration Phone Verification line (847-888-6888 or toll free at 888-655-1825) is available Monday through Friday (excluding federal holidays) from 9:00 a.m. to 5:00 p.m. Eastern Standard Time.

REGISTRATION REQUIREMENTS FOR MALES UNDER THE AGE OF 26:

Before being enrolled in WIOA-funded services, all individuals **assigned male at birth** who are **at least age 18** and are not registered with the Selective Service System and have not reached their 26th birthday must register through the Selective Service website.

If an individual under the age of 18 who will be required to register upon their 18th birthday is enrolled in WIOA-funded services prior to their 18th birthday, reaches the age of 18 while enrolled in WIOA-funded services, registration with Selective Service must be completed no later than 30 days after the individual becomes 18 in order to continue to receive WIOA-funded services. If an individual who is required to register is under the age of 26 and refuses to register with Selective Service, WIOA-funded services must be suspended until the individual complies with the requirement to register.

ACWDB requires that male applicants who have not yet reached age 18, complete a Selective Service Declaration of Intent to Register form. (Attachment 2 to this bulletin). Upon attainment of the individual's 18th birthday, either the applicant or an authorized representative (as is

permitted through the Intent to Register form) shall register on behalf of the individual using this link: <https://www.sss.gov/register/>.

When individuals who were required to register for Selective Service and claim to be in compliance with that requirement but are unable to produce proof of their registration; program staff and/or WSST staff must first attempt to confirm registration using the Selective Service Registration Verification website (<http://www.sss.gov/verify/>). If verification is not available through this website, then program or WSST staff should use the Selective Service Registration Verification phone line (1-847-688-6888 or toll free 1-888-655-1825), keeping in mind that the operating hours of the phone line are based in Eastern Standard Time. If these verification avenues fail to produce proof of registration, the application process should continue with the assumption that the individual did not comply with the requirement to register.

NON-REGISTRATION BY INDIVIDUALS ASSIGNED MALE AT BIRTH WHO ARE AGE 26 AND OLDER:

Potential participants who are 26 or older that failed to register with the Selective Service System must initiate the process to determine if the potential participant's failure to register was knowing and willful.

Before enrolling in WIOA-funded services, all individuals **assigned male at birth** who are age 26 and older must provide one of the following:

- Documentation proving that they were not required to register.
- If they were required to register, documentation establishing that their failure to register was not knowing or willful.

ACWDB requires that the applicant complete ACWDB's Selective Service Non-Compliance Affidavit to assist staff in making a determination of whether the applicant's failure to register was knowing or willful.

Service providing organizations must receive approval from their Workforce Technician or the Manager of the Workforce Services Support Team (WSST) before enrolling an individual into WIOA-funded services. The WSST member will need to review the Non-Compliance Affidavit in order to ensure that responses therein demonstrate that the failure to register was not knowing or willful.

ACWDB will allow an individual to initiate WIOA enrollment and receive WIOA-funded career services if a review of the Selective Service Non-Compliance Affidavit results in a determination that the applicant's failure to register with Selective Service was not knowing or willful.

How to Determine "Knowing and Willful" Failure to Register

If the individual was required but failed to register with Selective Service, as determined his own acknowledgement **within the affidavit**, the individual may only receive services if it is established that the failure to register was not knowing and willful.

Documentation

Evidence presented may include the individual's written explanation and supporting documentation of circumstances at the time of the required registration and the reason(s) for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support the case for failure to register. The following are examples of documentation that may be of assistance in making a determination in these cases:

- Service in the Armed Forces – Evidence that an individual assigned male at birth has served honorably in the U.S. Armed Forces, such as a Form DD-214 or an Honorable Discharge Certificate. These documents serve as evidence that the failure to register was not knowing or willful.
- Third-Party Affidavits – Affidavits concerning reasons for not registering from parents, teachers, employers, doctors, and others may assist in making a determination regarding knowing and willful failure to register.
- Self-Attestation – Signed statement that explains why the individual's failure to register was not knowing and willful.

*Please note, self-attestation may serve as sufficient evidence when other options of documentation or third-party corroboration are not available.

APPLICABILITY ACROSS FUNDING STREAMS:

All programs and services established or receiving assistance under WIOA Title I must comply with the Selective Service registration requirements. These requirements apply to both formula and discretionary grants awarded by the Employment and Training Administration under WIOA.

Results of Findings

If it is determined that an individual's failure to register with the Selective Service was not knowing or willful and the individual is otherwise eligible, services may be provided. However, if it is determined that evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals who are denied services must be advised of available grievance procedures – **and be aided in seeking other services through partner or community organizations. Documentation related to evidence presented in determinations regarding Selective Service compliance must be maintained for a reasonable period to ensure access in the event there is a challenge or appeal regarding the determination of WIOA eligibility.**

ACTION:

All ACWDB WIOA service providers must immediately adopt and enact the policies and procedures as outlined in this Action Bulletin.

Any discrepancies arising between this policy/procedure and federal or state provisions (due to future revisions) will default to the current minimum federal and state regulations and guidance available.

For information and inquiries please contact:

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Workforce Board System Administrator

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Hayward, CA 94544-1203

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ATTACHMENTS :

1. Selective Service Non-Compliance Affidavit
2. Selective Service Declaration of Intent to Register

Selective Service Non-Compliance Affidavit – CSP



- 1) Between the ages of 18 and 26, were you aware that males born on or after January 1, 1960 were required to register for Selective Service on or near their 18th birthday? ☐ YES ☐ NO

If not, please provide your best explanation as to why you were not made aware of this requirement:

- 2) Are you a U. S. born citizen? ☐ YES ☐ NO *If 'NO', when did you enter the U.S.?* _____

- 3) Is English your second language? ☐ YES ☐ NO

- 4) Where did you live when you were 18 years old (address)? _____

- 5) On or around your 18th birthday, did you receive a notice in the mail explaining your requirement to register for selective service? ☐ YES ☐ NO

- 6) Have you ever served in the U. S. Military? ☐ YES ☐ NO *If 'YES', answer questions:*
 (A) Branch: _____ (B) Honorable or Dishonorable _____ (C) Discharge Date: _____

- 7) Did you deliberately, intentionally, knowingly or willfully fail to comply with the requirement to register? ☐ YES ☐ NO

Additional Explanations:

WIOA APPLICANT:

I, the undersigned, do hereby declare under penalty of perjury that the information provided above is true, complete and accurate based upon my personal knowledge of the subject matter. Further, I understand that if any of this information is subsequently found to be false, that I may be held liable for expenses incurred on my behalf through services I received under WIOA.

Printed Name _____

Signature _____

Date _____

WIOA INTAKE INTERVIEWER:

By executing my signature below, I attest that I have, to the best of my ability, ensured that this customer understands the intent and purpose of this document. I have requested and received adequate documentation to corroborate the applicant's statements and responses to the questions above. Based on the applicant's responses and the documentation presented, I feel confident in my determination that this applicant did not knowingly, willfully, deliberately or intentionally fail to comply with the law requiring him to register for Selective Service between his 18th and 26th birthdays.

Printed Name _____

Signature _____

Date _____

SITE MANAGER/LEAD:

By executing my signature below, I attest that I have reviewed this document and all supportive documentation presented by this applicant - and that I believe the Intake Interviewer (as referenced above) has performed his/her due diligence in requesting, receiving, and reviewing all documents presented. Additionally, I concur with the Intake Interviewer's determination that the applicant referenced above has not knowingly, willfully, deliberately or intentionally failed to comply with the law requiring him to register for Selective Service between his 18th and 26th birthdays.

Printed Name _____

Signature _____

Date _____

ALAMEDA COUNTY WORKFORCE DEVELOPMENT BOARD
SELECTIVE SERVICE DECLARATION OF INTENT TO REGISTER

WIOA Program Information:

Grant Code:	Agency Code:	Agency Name:
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Intake Worker Information:

Printed Name:	Staff ID:	Contact Phone Number:
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WIOA Applicant Information:

Last Name:	First Name:	MI:
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Address (Number, Street, Apt #, etc):

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City:	State:	Zip Code:
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Social Security Number:	Date Of Birth:
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PLEASE CHECK ONE:

How did you first learn about the requirement to register for Selective Service:

- | | | | |
|--|---|---|-------------------------------|
| ☐ Parent / Relative | ☐ Guidance Counselor | ☐ TV / Radio | ☐ News |
| ☐ Friend | ☐ Financial Aid Officer | ☐ Direct Mail | ☐ WIA |
| ☐ Classroom | ☐ Selective Service Rep | ☐ Post Office | ☐ INS |
| ☐ Internet | ☐ High School Registrar | ☐ Driver's Licensing | |
| ☐ Posters | ☐ Farmer's Opportunity Pgm | ☐ Military Rep | |

By completing this form and signing below, I am authorizing staff from either the agency listed above or ACWDB to complete registration, on my behalf, with the Selective Service System. I understand that it is my responsibility to research what registration means. I further understand that in order to be eligible to receive services from any WIOA program, I must be able to prove that I have complied with the requirement to register for Selective Service.

Applicant:**Intake Worker**

Signature

Date

Signature

Date

Daytime Phone Number

Daytime Phone Number