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Orange County Workforce Development Board
Selective Service Registration Policy

Effective:
August 26, 2026

SUBJECT:
Information Notice No. 26-OCWDB-09
Supersedes Information Notice No. 24-OCWDB-02

APPROVED:
Nancy Cook, Executive Director
Orange County Workforce Development Board

Initial

PURPOSE

This policy provides guidance on the Selective Service registration requirements for participation in Workforce Innovation and Opportunity Act (WIOA) funded services.

EFFECTIVE DATE

This policy is effective on the date of issuance.

REFERENCES

- WIOA (Public Law 113-128) Section 189(h)
- Title 50 United States Code, "Military Selective Service Act", 3802 (formerly 50 U.S.C. App. 453)
- U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Administration Funded Programs (May 16, 2012)
- Workforce Services Directive (WSD) 16-18: Selective Service Registration

BACKGROUND

Males who are subject to the registration requirements of the Military Selective Service Act must comply 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 male residing in the United States (citizen or non-citizen) must register with Selective Service between their 18th and 26th birthdays.

POLICY

Selective Service Registration Requirements

Males 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 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 male U.S. citizens:

- Males who are serving in the military on full-time active duty;
- Males attending the service academies;
- Disabled males who were continually limited to a residence, hospital or institution;
- Males 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;
- Male veterans discharged after their 26th birthday.

Selective Service registration is not required for the following male non-U.S. citizens:

- Non-U.S. males who entered the U.S. for the first time after their 26th birthday. Acceptable forms of supporting documentation include:
    - Date-of-entry stamp in passport;
    - I-94 with date of entry stamp on it; or
    - Letter from the U.S. Citizenship and Immigration Services indicating the date the male entered the U.S. presented in conjunction with documentation establishing the male's age.
- Non-U.S. males 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. males on a valid non-immigrant visa.

NOTE: 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.

Acceptable Documentation

In order to be eligible to receive WIOA-funded services, all males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirements.

Acceptable documentation to determine a person's eligibility for WIOA Title I programs includes the following:

- Selective Service Acknowledgement Letter;
- DD Form 214, Certificate of Release or Discharge from Active Duty;
- Screen printout of the Selective Service Verification site;
- Selective Service Registration Card;
- Selective Service Verification Form (Form 3A); or
- Stamped Post Office receipt of registration.

Registration Requirements for Males under 26

Before being enrolled in WIOA-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website. If a male turns 18 while participating in WIOA-funded services, registration with Selective Service must be completed no later than 30 days after they become 18 in order to continue receiving WIOA-funded services. If a male under the age of 26 refuses to register with Selective Service, WIOA-funded services must be suspended until they register.

How to Determine "Knowing and Willful" Failure to Register

If the individual was required but failed to register with the Selective Service, as determined by their own acknowledgement, the individual may only receive services if they establish that the failure to register was not knowing and willful. Service providers are responsible for:

1. Evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful;
2. Submitting a Selective Service Determination Request to Program Manager for review and OCWDB Director approval; and

3. Uploading documentation into CalJOBS, including evidence presented and final determination.

If it is determined that evidence shows the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals who are denied services must be advised of the available OCWDB Program Grievance and Complaint Policy.

Referrals

To comply with WIOA Sec. 129(c)(3)(A)(B) & 134 (c)(2), the OCWDB requires service providers or contractors to refer applicants who are not eligible for WIOA Title I services to other services/programs who do not have to comply with Selective Service registration requirements.

ACTION

Bring this policy to the attention of all relevant staff, service providers, and partners to ensure full understanding and compliance with federal and state audit resolution requirements.

INQUIRIES

If you have any questions regarding this policy, please email info@ocworkforcesolutions.com.

ATTACHMENTS

Attachment I - Selective Service Registration Self-Attestation Statement
Attachment II - Selective Service Determination Request

Selective Service Failure to Register Self-Attestation Statement

I, _____, have been informed that the law required me to register for the United States Selective Service. I have been told that my statement must be made freely and voluntarily. I am willing to make such a statement.

I was born on _____ and I am now _____ years old. I first became aware of my duty to register with the United States Selective Service System on the following date:_____.

I first became aware of my duty to register with the United States Selective Service System under the following circumstances:

While I was between the ages of 18 and 26 I lived in the following country:

I make the following statements:

☐ Yes	☐ No	I did not register with the Selective Service System because I did not know I was required to register at any time while I was between the ages of 18 years old and 26 years old.
☐ Yes	☐ No	Had I known I was supposed to register with the Selective Service System while I was between the ages of 18 years old and 26 years old, I would have registered.
☐ Yes	☐ No	I have been served with a notice from the Selective Service System that they intend to prosecute me for my failure to register.

Applicant Name Applicant Signature Date

Selective Service Determination Request

This is a request for a Selective Service Determination for males born on or after January 1, 1960 who failed to comply with the Selective Service registration requirement between the ages of 18 and 26 (Sec. 3 (a) of the MSSA).

APPLICANT INFORMATION			
Applicant Name:		Date of Birth:	
Social Security #:		Place of Birth:	
Reason for not registering for Selective Service: (Use additional sheet if needed)			
Documents submitted for review and consideration:			

I ATTEST THAT THE INFORMATION STATED ABOVE IS TRUE AND ACCURATE AND UNDERSTAND THAT, IF MISREPRESENTED OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION AND/OR PENALTIES AS SPECIFIED BY LAW.

Applicant Name _____ Applicant Signature _____ Date _____

Witness Name/Relationship _____ Witness Signature _____ Date _____

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For Authorized Use Only:

Program Manager Name _____ Manager Signature _____ Date _____

Determination: ☐ Approved ☐ Denied

OCWDB Director Name _____ Signature _____ Date _____