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## GST MICHIGAN WORKS! POLICY 15-07

**TO:** GST Michigan Works! Service Providers and Agency Staff

**FROM:** Jody Kerbyson, CEO

**SUBJECT:** Selective Service Registration

**EFFECTIVE:** October 1, 2015

**PROGRAMS:** WIOA Programs

**REFERENCES:** WIOA Section 3(15)

**RESCISSION** None

**BACKGROUND:** This policy is not intended to be exhaustive. Please visit the Selective Service website for more information about the Selective Service registration requirement at [www.sss.gov](http://www.sss.gov). The Selective Service System also has a quick reference chart showing who must register located at: <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf>.

### **POLICY:**

The MWA and/or Service Providers disbursing services or benefits have the responsibility for determining Selective Service status and eligibility for services or benefits on a case-by-case basis.

Every male citizen, and every other male residing in the United States, must register with the Selective Service System (SSS) between their 18<sup>th</sup> and 26<sup>th</sup> birth dates. Men born on or after January 1, 1960, are required to register with the Selective Service within 30 days of (i.e. within 30 days before or 30 days after) their 18<sup>th</sup> birthday. Further:

- Late registration is accepted by the Selective Service System.
- Registration can be completed at any classified U.S. Post Office during normal business hours.

This includes males who are:

- U.S. citizens;
- 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 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 26<sup>th</sup> 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 26<sup>th</sup> birthday. Acceptable forms of documentation include:
  - Date of entry stamp in his passport;
  - I-94 with date of entry stamp on it; or
  - Letter from the U.S. Citizenship and Immigration Services 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 26<sup>th</sup> birthday. He must provide proof that he was not living in the U.S. from ages 18 through 25.
- Non-U.S. male on a valid non-immigrant visa.
- Registration for Selective Service can be accomplished in four ways:
  - Complete a form at the post office
  - Go to armed forces recruiting station
  - Go online at internet site [www.sss.gov](http://www.sss.gov), **OR**
  - By calling (847) 688-6888 between the hours of 9:00 a.m. to 4:30 p.m. Eastern Standard Time. Have the registrant's date of birth and social security number available.

Selective Service registration can be verified at the online site [www.sss.gov](http://www.sss.gov). You will need the individual's name, date of birth, and social security number.

**Documentation for determining male Selective Service registration status includes:**

- Acknowledgement letter
- Form DD-214
- Screen printout of the Selective Service Verification Internet site: [www.sss.gov](http://www.sss.gov)
  - This Web site allows individuals to look up and confirm a male individual's Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth for registered males.
- Selective Service Registration Card
- Selective Service Verification Form (Form 3A)
- Stamped Post Office Receipt of Registration

**Determining Knowing and Willful Failure to Register**

Unless you can document that the individual meets one of the registration exemptions or that he served on active duty in the armed forces (with a character of service other than dishonorable) and who did not register for Selective Service (Any male 26 years of age or older) must first obtain a *Status Information Letter* from Selective Service. This letter will indicate whether he was or was not required to register. To obtain such a letter, he may download a request form from [www.sss.gov](http://www.sss.gov) to print out, complete, and mail. Another option is by call 1-847-688-6888 or 1-888-655-1825 (stay on the line until the operator answers) or write to Selective Service System, PO Box 94638, Palatine, IL 60094-4638 and ask for a Status Information Letter.

**As a reminder, Status Information Letters are not required of men born before 1960.**

Any male 26 years of age or older who did not register for Selective Service, and who possesses a Status Information Letter indicating he was required to register and now cannot because he is over age 26, is presumed to be disqualified from participation in WIA-funded activities and services. The burden then falls to the individual to provide information explaining why he failed to register.

GST Michigan Works! Service Providers or Agency Staff must submit their recommendation along with information/evidence to the GST Administrative Staff. They will make the determination whether the failure to register was a knowing and willful failure or not. If it was not a "willing and knowing" failure and the individual is otherwise eligible, services may be granted. If the evidence shows that the individual's failure to register was "knowing and willful", WIOA services must be denied. Applicants denied services must be advised of available WIOA grievance procedures.

*Any grant-funded services provided to non-eligible individuals are considered an unallowable expense.* Finally, if male participants turn 18 years of age while receiving grant-funded services, they must adhere to the Selective Services Registration requirement noted above.

**ACTION:**  
GST Michigan Works! Service Providers and Agency Staff shall take the appropriate actions necessary to implement the administrative directives of this policy issuance, and shall ensure that all past, current and future participants meet these requirements. Service Provider officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

**INQUIRIES:**  
Questions regarding this policy issuance should be directed to Angela Libkie 810-233-5974 Ext 102 or JulAnn Kuenzli 989-635-3561 Ext 230.

**SIGNED:**

  
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Jody Kerbyson, CEO

10 / 1 / 15  
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Date