

 MARICOPA COUNTY Workforce Development Board	SECTION/REFERENCE WIOA Section 189(h); TEGL 11-11 Change 2; DES Section 100 Adult/DW Program Registration, Eligibility Policy & DES Section 300 Youth Program Policy	POLICY NUMBER 26-03
	ORIGINAL ISSUE DATE November 2025	REVISION DATE January 2026
	AUTHORIZED BY: Workforce Development Board	
SUBJECT: Selective Service Requirements		ADDENDA:

Purpose: To outline Selective Service System registration requirements for WIOA Title 1-B programs

Responsibility of: WIOA Applicant, Career Advisor (CA), Program Supervisor, Quality Improvement (QI)

Definition: A Selective Service Registrant is a person who has complied with the Military Service Act and submitted a registration to the Selective Service System

Description: Who Must Register? Almost all male US citizens and male immigrants who are 18 through 25, are required to register with Selective Service. Men who are 26 years old and older are too old to register (see sections below regarding individuals who failed to register). Males born after December 31, 1959, are required to register for Select Service upon their 18th birthday and may not register after their 26th birthday. (Reference: www.sss.gov).

NOTE:

- To be fully exempt a person must have been on active duty or confined continuously from age 18 to 26.
- Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register.
- Immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

Non-Registration by Males 26 and Older

ARIZONA@WORK Maricopa County staff must determine if the potential WIOA participant's failure to register was knowing and willful.

Before enrolling in WIOA-funded services, all males 26 and older who have not registered for Selective Service must provide one of the following:

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

Status Information Letter

An individual may obtain a Status Information Letter from Selective Service if one of the following applies:

- The individual believes he was not required to register.
- The individual did register but cannot provide the appropriate documentation.

The Status Information Letter Request form and instructions can be accessed through the Selective Service website (sss.gov). If an individual decides to request a Status Information Letter, they will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, incarceration, or military service) 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 an individual was not required to register for the Selective Service, then he is eligible to enroll in a WIOA-funded service. If the Status Information Letter indicates that the individual was required to register and did not register, he is presumed to be disqualified from participation in WIOA-funded activities and services until it can be determined that his failure to register was not knowing and willful.

All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

If the applicant is a non-U.S. male who came into this country for the first time after his 26th birthday, a Status Information Letter from Selective Service is not required if he can provide supporting documentation such as:

- Date of entry stamp on passport, or
- I-94 with date of entry stamp, or
- Letter from US Citizenship and Immigration Services indicating date of US entry

NOTE: A Resident Alien card is not valid proof of date of entry to the United States

How to Determine “Knowing and Willful” Failure to Register

If the individual was required but failed to register with Selective Service as determined by the Status Information Letter or by his own acknowledgement, the individual may only receive services if he establishes that the failure to register was not knowing and willful. ARIZONA@WORK Maricopa County staff who enroll individuals in WIOA-funded activities, are responsible for evaluating the evidence presented by the individual and determining whether the failure to register was knowing and willful.

In order to establish consistency regarding the implementation of the requirement, WIOA Title I-B service provider should consider the following questions when determining whether a failure to register is knowing and willful. In determining whether the failure was “knowing, the WIOA Title I-B service provider should consider:

- 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 (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- 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?
- Does the Status Information Letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was “willful”, the WIOA Title I-B service provider should consider:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

Evidence presented may include the individual’s written explanation and supporting documentation of his 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 his case.

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 a male has served honorably in the U.S. Armed Forces, such as a Form DD-214 or his Honorable Discharge Certificate. These documents serve as evidence that his failure to register was not knowing and willful.
- Third Party Affidavits – Affidavits concerning reasons for not registering from parents, teachers, employers, doctors, and others may help staff with determining willful and knowing failure to register.
- Self-Attestation – Signed statement that explains why the individual’s failure to register was not knowing and willful.

If it is determined that an individual’s failure to register with the Selective Service was not knowing and willful and the individual is otherwise eligible, WIOA services may be provided. However, if staff determines 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.

Youth Under age 18 at time of Enrollment

Male youth participants who reach 18 years of age while enrolled in the program must complete a Selective Service Registration within 30 days of their 18th birthday. If a male participant does not register for Selective Services within 30 days of his 18th birthday, he is no longer eligible to receive WIOA Title I-B services. Youth who are denied services must be advised of available WIOA Title I-B grievance procedures.

NOTE: Females registering for WIOA services in Arizona Job Connection (AJC) should respond **"YES"** to the question "Have you complied with Selective Service requirements"? Females responding NO to this question will be listed in AJC as not eligible for WIOA programs and cannot be enrolled until the response is changed to YES. (Females *have* complied with Selective Service requirements by not registering, because they are not required to register.)

Selective Service- Who Must Register		
Category	Yes	No
All male U.S citizens born after 12/31/1959, who are 18 but not yet 26 years old, except as noted below:	Yes	
Military Related		
Cadets at the Merchant Marine Academy	Yes	
ROTC Students	Yes	
National Guardsmen and Reservists not on active duty/Civil Air Patrol members	Yes	
Delayed Entry Program enlistees	Yes	
Men rejected for enlistment for any reason before age 26	Yes	
Separatees from Active Military Service, separated for any reason before age 26	Yes*	
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes"		No*
Students in Officer Procurement Programs at the Citadel, University of North Georgia, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		No*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		No*
Immigrants**		
Permanent resident immigrants (USCIS Form I-551)	Yes	
Refugee, parolee, and asylee immigrants	Yes	
Undocumented immigrants	Yes	
Dual national U.S citizens	Yes	
Lawful non-immigrants or current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at: https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf .		No
Seasonal agricultural workers (H-2A Visa)		No
Confined		
Incarcerated, or hospitalized, or institutionalized for medical reasons		No*
Handicapped, Physically or Mentally		
Able to function in public with or without assistance	Yes	
Continually confined to a residence, hospital, or institution		No
*Must register within 30 days of release unless already age 26.		

NOTE: TO be fully exempt must have been on active duty or confined continuously from age 18 to 26. **Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S citizens. Citizens of America Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the U.S for more than one year in any status, except when the individual resides in the U.S as an employee of the government of his homeland, or as student who entered the U.S for the purpose of full-time studies, as long as such person maintains that status. NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register https://www.sss.gov/wp-content/uploads/2025/01/WhoMustRegisterChart_1-28-25-2.pdf		
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*Must register within 30 days of release unless already age 26.

Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed, and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the United States for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

Veterans who Failed to Register for Selective Service

- If a veteran is discharged from active duty before age 26, he must register within 30 days of discharge.
- If a veteran is discharged from active duty after the age of 26, he must provide a DD-214 or other documentation indicating dates of military service. No Status Information Letter is required.
- If a veteran is discharged after the age of 26 and does not have a DD-214, a Status Information Letter is required OR the veteran should be assisted in obtaining a DD-214
- Veterans who served on full-time active duty are exempted from selective service registration if they served continuously from age 18 to age 26. DD-214 or other documentation indicating dates of military service is required.

Documentation

WIOA Title I-B Service Providers must upload selective service documentation, including exemption and Selective Service Status Information Letters and/or evidence presented to make determinations related to knowing and willful failure into the AJC system and add case notes on the evidence and reason for the determination into the AJC system.