



**COUNTY OF SAN BERNARDINO  
Workforce Investment Board  
POLICY MANUAL**

No. WIB 5

ISSUE 1

PAGE

By

EFFECTIVE 9/12/05

SUBJECT

**WIA Selective Service Registration Requirements**

APPROVED

*Terry Klenske, Chairman*

**POLICY STATEMENT:**

Section 189(h) of the Workforce Investment Act (WIA) requires that a determination of the Selective Service registration status of all males, be made prior to enrollment in any WIA Title 1-B funded programs.

Local areas shall ensure that each male applicant participating in any local program or activity in their local area, or receiving any assistance or benefit under Title 1-B, is in compliance with Sec. 3 of the Military Selective Service Act (MSSA).

It is the policy of the San Bernardino County Local Workforce Investment Board to ensure that all males who are at least 18 years old and born after December 31, 1959, and who are not in the Armed Services on active duty, must be registered with the Selective Service, prior to enrollment in any WIA Title 1-B funded programs. In addition, all male youth, who reach their 18<sup>th</sup> birthday while participating in a WIA program, must register with Selective Service within 30 days of their 18<sup>th</sup> birthday.

**Process:**

1. The Workforce Development Department will verify the Selective Service status of all males between the ages of 18 and 26 prior to enrollment in WIA.
2. Males, between the ages of 18 and 26, who are required to register for Selective Service and have not done so, must be registered with the Selective Service System before WIA services are provided.
3. All males, 26 years of age and older, who were required to register for Selective Service and did not, must obtain a Status Information Letter (SIL) from the Selective Service System (SSS). The applicant will submit the SIL, any applicable evidence and a written explanation explaining why he failed to register. The written statement will include:
  - His circumstances during the registration period (with all supporting documentation);
  - The reasons for not registering (with all supporting documentation); and
  - If the SIL indicates that letters were sent to the applicant, an explanation why he failed to respond to SSS letters

The supervisor at each Employment Resource Center (ERC) will evaluate the SIL, applicable evidence and written statement. If after evaluating the evidence, the ERC supervisor determines that a preponderance of the evidence shows that the applicant's failure to register was not knowing and willful and he is otherwise eligible, WIA services may be provided.