

ALABAMA WORKFORCE DEVELOPMENT SYSTEM
Workforce Development
50 North Ripley Street
Montgomery, Alabama 36131

ADMINISTRATIVE DIRECTIVE PY2025-03

SUBJECT: Selective Service Registration Requirement for Workforce Innovation and Opportunity Act (WIOA) Eligibility

Purpose: To provide guidance on the Selective Service registration requirement to staff and service providers providing WIOA services

Effective Date: October 1, 2025

Discussion: Compliance with the section 3 of the Military Selective Service Act (50 U.S.C. App. 453) is required for an individual to be eligible for WIOA services per sec. 189(h) of the WIOA. This directive provides additional information about who is required to register and required documentation.

Who is required to register with the Selective Service?

- All male participants between the ages of 18 and 25 must register with Selective Service.
- All participants enrolled in WIOA Adult, Dislocated Worker, and Youth programs must be in compliance with Selective Service Registration under the Military Selective Service Act as a condition for participation. The Who Must Register chart and FAQs located on the Selective Service System website, www.sss.gov, provides guidance about who must register and who may be exempt including immigrant men 26 or older, who are seeking or applying for naturalization.
- All individuals who are born female and changed their gender are not required to register.
- All U.S. citizens or immigrants who are born male and changed their gender to female are still required to register.

Selective Service Compliance and Documentation

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 requirement. Acceptable documentation that shows registration includes:

- Selective Service Registration Card
- Selective Service Acknowledgement letter
- Form DD-214, Report of Transfer or Discharge Paper
- Selective Service Status Information Letter
- Selective Service Registration Record

Career Center and service provider staff should assist individuals applying for WIOA services by obtaining the Selective Service Verification from the Selective Service website if the individual does not have one of the documents listed above at the time of application.

Registration Requirements for Males Under 26 Years of Age

Male participants who enter the WIOA program at age 17 or younger and attain age 18 while participating in the program must be registered for Selective Service within 30 days of their 18th birthday (i.e. within 30 days before or 30 days after) to remain eligible for WIOA services. Any male youth participant who attains age 18 while enrolled in WIOA and refuses to comply with Selective Service Registration requirements will be exited from the WIOA youth program. There should be case notes in Alabama Works! that describe, in detail, the circumstances as to why services were not/could not be continued.

Registration Requirements for Males 26 Years and Over

Prior to being enrolled in a WIOA funded program, all males 26 years of age or older, must provide:

- Documentation of compliance with the Selective Service registration requirement; or
- Documentation verifying that they were not required to register; or
- Documentation establishing that their failure to register was not knowing and willful.
- Individuals who did not register for the Selective Service or who cannot provide any of the documentation listed above must obtain a Status Information Letter from Selective Service indicating whether he was required to register. The instructions and form to request the Status Information Letter is available on the Selective Service website, www.sss.gov.
- The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g. hospitalization, institutionalization, incarceration, 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 WIOA funded services.
- If the Status Information Letter indicates that the individual was required to register and now cannot because he is 26 or older, 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. Career Center staff and/or service providers will be responsible for evaluating the statement and any evidence presented by the individual and determining whether the failure to register was a knowing and willful failure. The individual's statement should be collected on a Self-Attestation form and uploaded into Alabama Works! along with the "Status Information Letter." Any evidence presented must also be uploaded in the file.
- If the Career Center staff or service provider determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided. If the Career Center staff or service provider determines that the statement and any evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals denied services must be advised of available WIOA grievance procedures.

Registration Requirements for Immigrants and Dual Nationals

- U.S. immigrants are required by law to register with the Selective Service System within 30 days after their 18th birthday or 30 days after entry into the United States if they are between the ages of 18 and 26. This includes U.S. born and naturalized citizens, parolees, undocumented immigrants, legal permanent residents, asylum seekers, refugees, and all males with visas of any kind which expired more than 30 days ago.
- Individuals on current non-immigrant visas, as long as they remain valid up until they turn 26, are exempt from registering. A copy of the visa should be collected and uploaded into Alabama Works! as documentation that the individual is exempt.

- Immigrants or U.S. naturalized citizens who entered the U.S. when they were 26 or older are not required to register. Examples of documentation include visas showing date of entry and statements made by the individual on a Self-Attestation form. Other forms of documentation presented by the individual should also be considered and accepted if they show the date of entry into the U.S.
- U.S. dual nationals are required by law to register with the Selective Service System within 30 days of their 18th birthday, regardless of whether they live inside or outside the U.S.

Hospitalized or Incarcerated Men

Men who were hospitalized or incarcerated continuously or confined from 30 days before they turned 18 through age 25 are exempt from registering with the Selective Service System. Examples of documentation include hospital or corrections records showing the dates of confinement. Other types of documentation may be considered on a case-by-case basis.

Men with Disabilities

Men with disabilities who live at home (not continuously hospitalized) are required to register with the Selective Service System even if they would not qualify for military service.

Men in the Armed Forces

- Men serving in the military on full-time active duty do not have to register if serving continuously from age 18 to age 26. Those attending service academies do not have to register.
- If a man joins the military after turning 18 or leaves the military before turning 26, he must register.
- Members of the Reserve and National Guard not on full-time active duty must register.
- Examples of documentation include a DD-214 if the person has exited the military or a current military identification card if still on active duty. Other forms of documentation may be considered on a case-by-case basis.

Action: Those who are responsible for conducting WIOA eligibility should follow this guidance when making determinations if individuals have complied with Selective Service registration requirements to be eligible for WIOA services. The attached Selective Service Waiver Form may be used to document waiver determinations in cases where individuals did not register. If additional information is needed, Career Center staff and service providers should consult the Selective Service System website at www.sss.gov.

Contact: Questions regarding Selective Service registration and WIOA eligibility should be directed to Kevin Mohajerin, Alabama Department of Workforce at (334) 242-5184 or kevin.mohajerin@workforce.alabama.gov.

Tammy Wilkinson

**Tammy Wilkinson, Director
Workforce Development**

Attachments – Who Must Register Chart
Selective Service Waiver Form

Selective Service - Who Must Register

NOTE: With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

Category	Yes	No
All male U.S. citizens born after Dec. 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 on 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 you 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 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 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 a 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.



ALABAMA WORKFORCE DEVELOPMENT SELECTIVE SERVICE WAIVER



Applicant Name: First, Middle Initial, Last	Date of Birth	Application Date

The above named Applicant meets all other requirements for the Workforce Innovation and Opportunity Act and is otherwise eligible. Eligibility is based on the following selective service registration waiver:

☐ **Institutionalized for the entire period between the ages 18-26**

Name of Institution: _____ Date Entered: _____ Date Released: _____

Verification Contact Name/Title: _____ Telephone #: _____

☐ **Visible disability that would permanently disqualify him from military service**

Describe disability observed: _____

☐ **Status Information Letter received *indicating that applicant was required to register.***

◇ Documents provided to establish that applicant's failure to register was not knowing and willful

☐ **Status Information Letter received *indicating applicant was not required to register***

☐ **Status Information Letter is *not required* if applicant provides supporting documentation to verify that he is:**

◇ **A male born prior to 1960**

◇ **A veteran**

◇ **Non-U.S. male who came into this country for the first time after his 26th birthday**

For Office Use Only

CERTIFICATION

I certify that the information and documentation provided is true to the best of my knowledge.

Signature: _____ Date: _____