

# FLORIDA CROWN WORKFORCE BOARD, INC. POLICY

**POLICY TITLE: Selective Service Registration**

**POLICY NUMBER: OPS-016-08**

**DATE EFFECTIVE: August 7, 2008**

**DATE REVIEWED: July 20, 2010**

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## **APPLICATION**

Florida Crown Workforce Board, Inc. (FCWB) Career Specialists, Supervisors, Program Managers, Customers and Service Providers engaged in implementing programs under the Workforce Investment Act (WIA).

## **PURPOSE**

To set Selective Service System Registration requirements for WIA Training

## **BACKGROUND**

Unless specifically stated otherwise, all male U.S Citizens born after December 31, 1959, must register while they are between the ages of 18 and 26 years. Those required to register include any individual in any of the following categories including one who is or was required to register who has not done so.

- Cadets at the Merchant Marine Academy
- National Guardsmen and Reservists not on active duty
- Delayed Entry Program Enlistees
- ROTC students
- Separates from Active Military Service, separated for any reason before age 26\*
- Men rejected for enlistment for any reason before age 26
- Civil Air Patrol members
- Permanent resident aliens
- Special (seasonal) agricultural workers (I-688)
- Refugee, parolee, and asylum aliens
- Undocumented (illegal) aliens
- Dual national U.S. citizens
- Individuals with a physical or mental disability who are able to function in public with or without assistance

## WHO ARE NOT REQUIRED TO REGISTER

- Females
- Members of the Armed Forces on active duty (active duty for training purposes does not constitute “active duty” for registration purposes).
- Cadets and Midshipmen at Service Academies or the Coast Guard Academy\*  
\*(Must register within 30 days of release unless already age 26, or already registered when released, or unless exempt during entire period age 18 through 25.
- Students in Officer Procurement Programs\*\*  
\*\*Citadel, North Georgia College, Norwich University, and Virginia Military Institute)
- Lawful nonimmigrant Aliens\*\*\* on visas who meet the other eligibility requirements may be considered for WIA programs. Examples of lawful nonimmigrant on visas include: diplomatic and consular personnel and families, students from abroad who are residing in the United States, tourists with unexpired Forms I-94, I-95A, or Border Crossing Documents I-15S6 or I-444
- Special agricultural workers (I-688A)
- Incarcerated, hospitalized, or institutionalized for medical reasons
- Males who are handicapped physically or mentally continually confined to a residence, hospital, or institution

\*\*\*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. Habitual residence is presumed whenever a national or a citizen of the Republic of the Marshall Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

## POLICY

FCWB will not knowingly serve customers found to have not registered with the Selective Service System over the age of eighteen (18) unless the applicant has met the requirements listed above for WHO ARE NOT REQUIRED TO REGISTER or who may prove by a collaborative, verified statement that their failure to register was unknown or unwilling. This statement must be reviewed by the Regional Workforce Board’s designee for approval. Reference: AWI-05-10 issued June 22, 2005.

Eligible applicants between the ages of eighteen (18) and twenty-six (26) years of age must register prior to receiving assisted core, intensive and training services.

Males who have reached their 18th birthday but who have not yet reached their 26th birthday, who are required to register but have not registered, should be registered with Selective Service System prior to registration into the WIA program.

Males over the age of 26 who were required to register but did not should use the Request for Services form (see attachment 15-04A) to present evidence to the Executive Director (ED) of the Regional Workforce Board, or his/her designee, as to the reason for non-registration. The ED or his/her designee will make the determination whether or not the individual's failure to register was willful and knowing, and whether or not the individual is eligible to receive WIA services. The decision will be made within ten (10) working days of receipt of request. Male applicants who are denied services must be advised of their right to appeal that decision following local grievance procedures. The applicant should be encouraged to offer as much evidence and detail as possible to support his case. All documents should remain in the participant file.

Acceptable documentation should include a signed statement outlining the individual's reason for not registering along with any documents that may support his case. Acceptable documentation includes but is not limited to:

- DD214 or military records;
- Immigration and Naturalization Records;
- Proof of institutionalization or proof of military rejection for service;
- Third party statement from teachers, doctors, counselors, verifying reasons for not registering

Selective Service Registration status does not apply to individuals for programs funded under any WIA Older Individuals Programs.

## **ACTION**

All FCWB employees, contractors and providers will adhere to this policy.

Approved: *John Chastain*  
John Chastain, Executive Director