

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 08-24
Date:	August 27, 2024
Keywords:	WIOA; WorkInTexas.com
Effective:	30 Days from Issuance

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Mary York, Director, Workforce Development Division

Subject: **WIOA Eligibility Guidelines for Selective Service Registration**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on the Workforce Innovation and Opportunity Act (WIOA) eligibility requirements for individuals to register with the Selective Service System (Selective Service).

RESCISSIONS:

WIA Eligibility Guidelines Selective Service Registration Desk Reference

BACKGROUND:

WIOA §189(h) requires that a determination of an individual's Selective Service registration status be made prior to enrollment in WIOA Title I-funded activities and services. Only individuals who have met the registration requirements of the Military Selective Service Act, as amended, are eligible to participate in WIOA Title I-funded activities and services.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by "must."

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by "may" or "recommend."

Verification and Acceptable Sources of Documentation

NLF: Boards must require that all qualifying males provide verification of their Selective Service registration before being enrolled in WIOA Title I–funded programs and services.

Note: The complete list of individuals who must register can be found in the Selective Service–Who Must Register Chart (Attachment 1).

NLF: Boards must ensure that Workforce Solutions Office staff verify an individual’s Selective Service registration status using one of the following:

- Selective Service acknowledgement letter
- Certificate of Release or Discharge from Active Duty (Form DD-214)
- Internet verification from the [Selective Service verification web page](#) (Individuals who have already registered may use this website to confirm their Selective Service number, as well as the date of registration, by entering a last name, Social Security number, and date of birth.)
- Telephone verification by calling (847) 688-6888 or toll-free (888) 665-1825
- [Status Information Letter](#) from Selective Service indicating that they were not required to register
- Self-attestation that failure to register was not knowing or willful, including any required documentation for Board determination

NLF: Boards must ensure that Workforce Solutions Office staff record an individual’s Selective Service status and number (when available) in the WorkInTexas.com **Demographics** tab.

Knowing and Willful Failure to Register

NLF: If an individual has not registered for Selective Service, the Board must determine whether the failure to register was knowing and willful.

NLF: If the Board determines that an individual did not knowingly or willfully fail to register, and if the individual is otherwise eligible, the Board must enroll the individual in WIOA and provide WIOA Title I–funded services, as needed.

NLF: If the Board determines that an individual’s failure to register was knowing and willful, the Board must deny WIOA Title I–funded services and advise the individual of the Board’s complaint and grievance procedures.

NLF: Boards must maintain documentation related to the final determination of Selective Service registration in a customer’s WorkInTexas.com records.

Additional Selective Service System Requirements

NLF: Boards must inform participating youth under the age of 18 of the requirement to register for the Selective Service by or on their 18th birthday in order for services to be continued.

LF: Boards may visit [SSS.gov](https://sss.gov) for Selective Service registration frequently asked questions.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Selective Service–Who Must Register Chart

REFERENCES:

[Selective Service System](#)

Workforce Innovation and Opportunity Act §189(h)

[Training and Employment Guidance Letter \(TEGL\) No. 11-11, Change 1](#), issued January 20, 2012, and titled “Selective Service Registration Requirements for Employment and Training Administration Funded Programs”

[TEGL No. 23-19, Change 2](#), issued May 12, 2023, and titled “Revisions to Training and Employment Guidance Letter (TEGL) 23-19, Change 1, Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs”

[TEGL No. 11-11, Change 2](#), issued May 16, 2012, and titled “Selective Service Registration Requirements for Employment and Training Administration Funded Programs”

Texas Workforce Commission [Chapter 823 Integrated Complaints, Hearings, and Appeals Rules](#)

[WorkInTexas.com WIOA Title I Eligibility Documentation Log For Adult, Dislocated Worker, and Youth Programs](#), issued April 2024