



LOS ANGELES COUNTY

WIA Youth Programs

DIRECTIVE

Number: WIA YD11-01

Subject: Tracking and Updating Selective Service
Registration Status

Date: 3/30/2011

Effective Date: Immediately

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TO: WIA CONTRACTORS SPECIAL ATTENTION:

ARRA WIA Adult WIA Dislocated Worker WIA Youth
 Rapid Response

Purpose

This Directive provides guidance regarding Selective Service registration as it pertains to youth in programs funded under the Workforce Investment Act (WIA), and reinforces the importance of updating the Job Training Automation (JTA) system in a timely manner. In addition, this Directive provides information on the procedures to track WIA youth who are pending selective service verification.

Background

On November 4, 1998, the Department of Labor (DOL) issued TEGL 8-98 to transmit information regarding Public Law 99-661 which amended the Military Selective Service Act (MSSA). The TEGL 8-98 pertains to participation in programs funded under WIA.

Scope

This Directive requires that all sub-recipients expending WIA funds shall comply with federal requirements regarding Selective Service registration. Additionally, all sub-recipients are responsible for observing the standards and policies set in place by the State and Los Angeles County, in regards to updating data in the JTA system, in a timely and complete manner.

Policy

All contractors shall check for Selective Service registration or shall assist participants with Selective Service registration. Only female participants and males born before January 1, 1960, are exempt. Proof of compliance with the MSSA must be verified **prior to enrollment** and kept as part of the case file. In addition, measures shall be set in place to ensure that youth **turning 18 during program participation** also register for Selective Service within 30 days after their 18th birthday. [Section 3(a) of the Military Selective Service Act [50 U.S.C. App. § 453(a)]]

Procedures

1. Running PWSL – Print WIA Selective Service Listing

What is it and why should I run it?

This listing identifies male participants who have become 18 years of age and according to JTA, either are not registered or were not required to register for Selective Services at the time of enrollment (field #20 of EWIR). This report should be run on a monthly basis to identify active youth who have turned 18 years of age and require a Selective Service Registration.

How often do I run this?

Monthly

How do I run this?

- **Select PWSL in the JTA Main Menu**

Step 1: In the field, "Retrieve Existing Report" enter <N> for "No"

Step 2: In the field, "Report Begin Date" enter the report beginning date <Mo/Year> (must be earlier than or equal to "Report End Date").

Step 3: In the field, "Report End Date" enter the ending date (Mo/Year). The ending date will limit the listing to those participants who became 18 years of age by that date. For example, if the ending date is 04/2011, the listing will only display those participants who reached 18 years of age on or before 4/2011.

Step 4: In the field, "Agency Level" by selecting <A> for Application or <C> for Case.

Step 5: In the field, "WIA Agency Code", enter your respective agency code.

Step 6: Press the file key <F5> to begin report processing.

Step 7: The report setup screen will appear. Name your report and press <F5> to generate the report.

The report will produce a listing of youth who need to register with Selective Service.

2. Updating the MIS/JTA System

Upon attaining the proof of Selective Service registration, Selective Service Registration field (field #20 on MIS/JTA Application) of JTA must be updated to reflect the correct status.

Selective Service Registrant Eligibility Verification Sources

The following are acceptable Selective Service Registrant Eligibility Verification sources:

- The Selective Service System at www.sss.gov
- A Selective Service Status Information Letter
- A Selective Service Registration Record (form 3A)
- A Selective Service Verification Form
- A Stamped Post Office Receipt of Registration
- A Selective Service Registration Card

References

- WIA Section 189(h)
- Title 50 United States Code (U. S. C.) Appendix 453
- Title 20 Code of Federal Regulations (CFR) Section 667.250
- Training and Employment Guidance Letter (TEGL) 8-98
- LACOD-WIAD08-44, dated December 22, 2008
- LACOD-WIADO8- 1, dated January 9, 2008

If you have any questions, please contact Barbara Banck at (213) 351-8924 or bbanck@css.lacounty.gov.


Josie Marquez, Executive Director
Workforce Investment Board