

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 44-10
	<b>DATE</b> June 15, 2011

**TO:** YOUTHBUILD GRANTEES  
REGIONAL OFFICE YOUTHBUILD FEDERAL PROJECT OFFICERS

**FROM:** JANE OATES /s/  
Assistant Secretary

**SUBJECT:** Selective Service Registration for YouthBuild Participants

1. **Purpose.** To provide information to all U.S. Department of Labor (DOL) funded YouthBuild programs about the Federal Selective Service requirement for male participants.
2. **References.** The YouthBuild Transfer Act (PL 109-281); subtitle D of Title of the Workforce Investment Act (WIA) (WIA) (29.U.S.C.2918a).
3. **Background.** A recent audit report by the Office of Inspector General noted that some YouthBuild grantees were unaware of the Selective Service requirement, and that others did not ensure that all program candidates were registered for Selective Service prior to enrollment. Selective Service registration for 18 year-old males is part of the formal YouthBuild enrollment process, and the YouthBuild Web-based Case Management, and the Performance Management Information System (MIS) contains an error message that is displayed whenever a grantee attempts to enroll an 18 year-old male and does not check the “yes” box indicating that the program candidate must be registered for Selective Service. DOL wants to underscore the importance of the Selective Service requirement for all YouthBuild grantees.

As a result of the YouthBuild Transfer Act of 2006 the YouthBuild program is now authorized under the Workforce Investment Act (WIA PL 105-220) and as such, is bound by WIA requirements. WIA Section 189(h) of WIA requires that the Secretary ensure compliance with the Military Selective Service Act (50 U.S.C. Appr.452); this Act states that the Secretary shall ensure that each individual participating in any program or activity established under this title, or receiving any assistance or benefit under this title, has not violated section 3 of the Military Selective Service Act by not presenting and submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary to carry out this subsection.

**4. Information on Enrollment Requirements.**

For all individuals applying for the YouthBuild program, the following procedures should be followed:

1. If the individual is required to register (males between the ages of 18-25) but has not registered, he must complete his military Selective Service registration 30 days prior to or 30 days after he turns 18 to be enrolled into the YouthBuild program. This is stated within DOL's YouthBuild eligibility requirements (see the YouthBuild Community of Practice <http://login.icohere.com/youthbuild>) and should be noted by the staff person conducting the initial intake interview with any perspective male participant. The status of all males between the ages of 18-24 **must** be determined prior to enrollment.
2. If, while participating in the YouthBuild program, a male turns 18, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to **continue** to receive services in the YouthBuild program.
3. If a male in the YouthBuild program is between the ages of 18-24, and is not registered with Selective Services, any costs incurred for this individual while in the YouthBuild program may be **disallowed**.

Note: Applicants denied program services due to Selective Service requirements must be advised of the appropriate grievance procedures that are in place within the YouthBuild organization.

As noted above, all YouthBuild programs must ensure that any 18 year-old male participant is registered with Selective Service and to keep documentation confirming this registration in the individual's case files. This is required not only at the time of enrollment, but also if the youth turns 18 years old while participating in the program.

The Web-based Case Management and Performance MIS contains an error message (shown below) that is displayed whenever a grantee attempts to enroll an 18 year-old or older male and does not check the "yes" box indicating that the program candidate is registered for Selective Service.

**Error**

Participant cannot continue with assessment [final step of enrollment] until Selective Service registration has been completed.

The assessment screen contains a hyperlink to the Selective Service registration site which allows grantees to check the young man's status, and if not registered, to do so immediately.

There is a feature in the YouthBuild Case Management and Performance System that can be set up to send reminder e-mails on particular dates. At time of enrollment, grantees should set an e-mail reminder for those young men who will turn 18 during the course of the program to ensure that they register with the Selective Service. Registration can be done on line at <http://www.sss.gov/> .

Appropriate documentation to verify that the participant is registered with the Selective Service includes:

- Acknowledgement letter from the Selective Service
- Form DD-214
- Screen printout of the Selective Service Verification Internet site:  
[www.sss.gov/RegVer/wfVerification.aspx](http://www.sss.gov/RegVer/wfVerification.aspx)
- Selective Service Registration Card
- Selective Service Verification Form (Form 3A)
- Stamped Post Office Receipt of Registration

5. **Inquiries.** Questions concerning this Training and Employment Notice should be directed to the appropriate Regional Office.