



DEPARTMENT OF
CAREER SERVICES

Workforce Issuance

100 DCS 18.109

☒ **Policy** ☐ **Information**

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
Title I Administrators
MassHire Career Center Directors
Title I Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: July 30, 2019

Subject: **Selective Service Compliance Verification and Related Data Entry in MOSES**

Purpose: To provide new guidance to MassHire Workforce Boards, MassHire Career Center Operators and other workforce partners related to verifying Selective Service compliance for all MassHire customers seeking enrollment into WIOA Title I services and related data entry requirements in MOSES.

Background: All individuals designated male at birth born on or after January 1, 1960 must present documentation of compliance with Selective Service registration requirements prior to enrollment in WIOA Title I services. This includes individuals designated male at birth that have had sex reassignment surgery. Individuals designated male at birth are required to register with the Selective Service registration within 30 days of their 18th birthday.

Individuals designated male at birth that are 26 years of age or older and have not registered for Selective Service or cannot provide documentation of registration must obtain a Status Information Letter from Selective Service indicating whether

registration was required. The Status Information Letter can be found here:
<https://www.sss.gov/Home/Men-26-and-OLDER>

Please note Selective Service registration requirements apply only to WIOA Title I enrollment, therefore do not apply to basic career services or services authorized by Wagner-Peyser Act, Title III.

Policy: In all cases, compliance with Selective Service registration requirements must be verified for all customers seeking enrollment into WIOA Title I services as well as any program that requires compliance with Selective Service.

The Department of Labor requires data collection of an individual's "Sex", i.e., Male, Female, or Chose not to answer. To meet this Federal requirement the "Gender" field in MOSES has been changed to the "Sex" field. For general information purposes customers will identify their "Sex." The Sex field in MOSES contains the following options, Male, Female, Nonbinaryⁱ, or Chose not to answer.

See MOSES Version 37.0 screen shot of options a customer can choose to identify their "Sex."

Job Seeker Membership (New)

SSN: 999-23-6508 ID: [] Notes

Basic | Full | Education | Work History | Events | Alerts | Career Plan/Youth ISS | Services | Special Programs | Survey

General Information

First Name: [] Middle Initial: []
Last Name: []
Date of Birth: 00/00/0000 []
Release Information?: ☐ Yes ☒ No

Sex: []
Male
Female
Nonbinary
Chose not to answer

Ethnicity: ☐ Hispanic or Latino ☐ Yes ☒ No
Race: ☐ White ☐ Black or African American
☐ Asian ☐ American Indian or Alaskan Native
☐ Other ☐ Hawaiian Native or Other Pacific Islander
☐ Information Not Available

Residence Address | Mailing Address

Address: []
Country: United States of America
Zip: [] City: []
State: []
☐ Enterprise ☐ Empowerment ☐ Renewal

☐ Address Not Available ☐ Mailing Address different
Confidential: ☐ Yes ☒ No HITG Confidential: ☐ Yes ☒ No

Contact

Primary Phone: () - [] Email: []
Other Phone: () - []
Web Address: [] ☐ Prefers Emails

Special Accommodations

☐ Worked in agriculture or food processing in the last 12 months? ☐ Yes ☒ No Career Center

Trade | Eligibility | Match Criteria | Run Match | Eligibility Criteria | OK | Cancel

The functionality in MOSES no longer automatically qualifies an individual to be Selective Service compliant when the Female box is checked off. Similarly, the

functionality in MOSES does not automatically qualify an individual to be Selective Service compliant based on their age.

At the time of eligibility determination for WIOA Title I services **MassHire staff must verify Selective Service compliance for all customers regardless of stated sex and age.** Please refer to Attachment F: Eligibility Documentation in [100 DCS 18.101.3: Eligibility Requirements for WIOA Title I Adult and Dislocated Worker Program](#) for allowable source documentation to verify Selective Service compliance.

Staff must check “Yes” in the Selective Service Compliant box on the Eligibility tab in MOSES only when Selective Service compliance has been verified.

See MOSES screen shot of Selective Service Compliant check box.

The screenshot shows the 'Training Registration' window in the MOSES system. The 'General' tab is selected. Under 'General Information', the 'Selective Service Compliant' checkbox is highlighted with a red box and is currently set to 'No'. Other fields include 'Citizen' (U S Citizen), 'Documents Presented' (checkbox), 'Labor Force' status (Not Employed), 'Weeks Unemployed' (checkbox), 'Initial UI Status' (Not Applicable), 'Current UI Status' (Not Applicable), 'UI Start Date' (00/00/0000), 'Weeks Number' (input field), 'Layoff Status' (Terminated / Laid Off), and 'Workforce Attachment' (checkbox). The 'Last Updated Date' is 07/08/2019.

Action

Required: Please ensure that all managers and appropriate staff are familiar with the content of this policy.

Effective: Immediately

Inquiries: Please email questions to PolicyQ&A@detma.org.

References: WIOA Section 189 (h)
[Selective Service System](#)
[Human Rights Campaign, Glossary of Terms](#)

ⁱ Nonbinary describes a person who does not identify exclusively as a man or a woman. Non-binary people may identify as being both a man and a woman, somewhere in between, or as falling completely outside these categories. While many also identify as transgender, not all non-binary people do.