



DEPARTMENT OF
CAREER SERVICES

Workforce Issuance

100 DCS 18.109

☒ Policy ☐ Information

To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Diane Hurley, Acting Director
MassHire Department of Career Services

Date: January 16, 2025

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/status-information-letter-sil/>

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."

The screenshot displays the 'Job Seeker Membership (New)' form. At the top, it shows the SSN: 999-23-6508 and an ID field. The form is divided into several tabs: Basic, Full, Education, Work History, Events, Alerts, Career Plan/Youth ISS, Services, Special Programs, and Survey. The 'Basic' tab is active, showing the 'General Information' section. This section includes fields for First Name, Last Name, Date of Birth (00/00/0000), and Sex. The 'Sex' dropdown menu is highlighted with a red box, showing options: Male, Female, Nonbinary, and Chose not to answer. Below this, there are checkboxes for 'Release Information?' (Yes/No) and 'Ethnicity' (Hispanic or Latino, Yes/No). The 'Race' section includes checkboxes for White, Black or African American, Asian, American Indian or Alaskan Native, Other, Hawaiian Native or Other Pacific Islander, and Information Not Available. The 'Programs' section has a table with columns for Program Name, Apply, Program Status, and History. The table lists 'Job Match', 'Program Eligibility', and 'Career Planning'. The 'Address' section includes fields for Address, Country (United States of America), Zip, and State. There are also checkboxes for 'Enterprise', 'Empowerment', and 'Renewal'. The 'Contact' section includes fields for Primary Phone, Other Phone, and Web Address, along with a 'Prefers Emails' checkbox. The 'Special Accommodations' section is at the bottom. The bottom of the form has buttons for Trade, Eligibility, Match Criteria, Run Match, Eligibility Criteria, OK, and 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 18.101.6: 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 visible 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@mass.gov.

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

¹ 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.