




Memorandum of Record #346

DATE: JANUARY 26, 2009

MEMORANDUM TO: WORKFORCE SOLUTIONS - ALAMO
WIA CONTRACTORS

FROM: FRANCISCO MONCIVAIS
DEPUTY EXECUTIVE DIRECTOR – PROGRAM
OPERATIONS 

SUBJECT: SELECTIVE SERVICE REGISTRATION

The Texas Workforce commission (TWC) has released Technical Assistance Bulletin (TAB) 195, which provides updated guidelines on entering Selective Service eligibility information for Workforce Investment Act (WIA) participants into The Workforce Information System of Texas (TWIST).

Workforce Solutions - Alamo adopts this TAB as local policy. Workforce Solutions - Alamo contractors must ensure that appropriate staff review this information and all procedures are in compliance with this policy.

All comments and inquiries pertaining to this policy should be directed to:

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Workforce Services Specialist
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Attached: TAB 195
TAB 195, Attachment 1: TWIST Selective Service Screen Shots

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 195

Program: TWIST, Workforce Investment Act

Subject: Selective Service Registration

Date: January 13, 2009

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with updated guidance on entering Selective Service eligibility information for Workforce Investment Act (WIA) participants into The Workforce Information System of Texas (TWIST).

WIA §189(h) requires that a determination of Selective Service registration status be made for all males prior to enrollment in any WIA-funded services or activities. To enforce the Military Selective Service Act, as amended, males receiving WIA services before turning 18 are required to register for Selective Service within 30 days before or after their 18th birthday to continue receiving WIA services.

For additional information on determining Selective Service status, refer to the *WIA Eligibility Guidelines, Selective Service Registration Desk Reference* at http://www.twc.state.tx.us/boards/wia/SEL_serv.pdf.

TWIST

A male customer is not eligible to receive WIA services unless he complies with Selective Service registration requirements. Therefore, on January 22, 2009, the following modifications will be made to the *Selective Service* field in the *Intake - Common* and *WIA Program Detail* screens:

- Options from the dropdown menu that will no longer be accessible but will remain visible for historical purposes:
 - 2 – No
 - 3 – Refused to answer
- Options added to the dropdown menu:
 - 4 – No - Under 18
 - 5 – No - Born Before 1960
 - 6 – No - Document in File

Enter Selective Service eligibility information for new or current WIA participants in the *Selective Service* field under the *Characteristics* tab on the *Intake - Common* screen, as follows:

WIA Eligible Males	Selective Service Field	Selective Service Registration No.
Between 14 and 17 years of age ¹	4 – No - Under 18	Not required
Between 18 and 26 years of age	1 – Yes	Required
Over 26 years of age with a valid Selective Service registration	1 – Yes	Required
Over 26 years of age, but born before 1960	5 – No - Born Before 1960	Not required
Over 26 years of age, born after 1960, and without a valid Selective Service registration ²	6 – No - Document in File	Not required

¹ Male participants have up to 30 days after their 18th birthday to register for Selective Service. After this time, a Selective Service registration number is required to remain eligible for WIA services.

² Enter a justification in TWIST *Counselor Notes* explaining why the participant is not in compliance with Selective Service registration requirements based on Board policy. This is required for these participants to receive WIA services.

When a male WIA participant who is nearing his 18th birthday has registered for Selective Service, update his Selective Service eligibility information on the *Intake - Common* screen—not on the *WIA Program Detail* screen.

Other changes in TWIST:

- Only numbers can be saved in the *Registration No.* field.
- Selective Service entry is not allowed if the customer is female.
- WIA services cannot be added under *Service Tracking* unless the new procedures regarding Selective Service registration requirements are met.
- The *Eligibility Determination Date* will not be saved in *WIA Program Detail* unless the new procedures regarding Selective Service registration requirements are met.

Once the new Selective Service selections are available in TWIST, any corrections or additions to an active record could require a data integrity (DINT) request.

To register and verify Selective Service registration numbers, go to <https://www.sss.gov/RegVer/wfVerification.aspx>.

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENT:

Attachment 1: TWIST Selective Service Screen Shots

TWIST Selective Service Screen Shots

Intake - Common – Characteristics Tab (selective service without dropdown options)

The screenshot shows the 'Customer Information' window with the 'Characteristics' tab selected. The 'Selective Service' field is a dropdown menu. The 'Menu Selections' on the left include: Intake - Common, Eligibility, Program Detail, Assessment, Service Tracking, Counselor Notes, Change SSN, TANF History, FSE&T History, Customer Calendar, Performance Data, and Common Measure. The 'Selective Service' dropdown is currently set to a value that is not clearly visible.

Intake - Common – Characteristics Tab (selective service with dropdown options)

This screenshot is identical to the one above, but the 'Selective Service' dropdown menu is open, showing the following options: 1 - Yes, 2 - No, 3 - Refused to answer, 4 - No - Under 18, 5 - No - Born Before 1960, and 6 - No - Document in File. The '2 - No' option is selected.

WIA Program Detail – Characteristics Tab (selective service without dropdown options)

The screenshot shows the 'Customer Information' window with the 'Characteristics' tab selected. The 'Selective Service' field is a text input containing a redacted value. The 'Menu Selections' on the left includes 'Program Detail' which is highlighted. The 'Characteristics' section contains various dropdown menus for Gender, Hispanic/Latino, Race, Homeless, Citizenship, and Limited English. There are also checkboxes for 'TANF Recipient' and 'Predictive Characteristics'.

WIA Program Detail – Characteristics Tab (selective service with dropdown options)

This screenshot is identical to the one above, but the 'Selective Service' field is a dropdown menu. The dropdown is open, showing a list of options: '1 - Yes', '2 - No', '3 - Refused to answer', '4 - No - Under 18', '5 - No - Born Before 1960', and '6 - No - Document in File'. The '2 - No' option is selected.