

Selective Service Registration Information:

Workforce One (WF1) Data Entry Guidance for the Dislocated Worker Program

Participants enrolled prior to their 18th Birthday who will or are currently accessing WIOA Dislocated Worker funded grants

1. While in the Dislocated Worker Eligibility Screen when enrolling a new participant into the Dislocated Worker program who is under 18 years old, select “Not Applicable” for the Selective Service Registration question and proceed with program enrollment
 - a. Nothing further needs to be done at this time regarding Selective Service data entry in WF1
 - b. Make sure to remind the participant they will need to complete their Selective Service registration on their 18th Birthday
2. A WF1 Tickler (automatically generated alert) will be sent to the case manager on the participant’s 18th Birthday saying

“Person has turned 18 and is required to register with Selective Service. Update the Selective Service registration information on the Demographics page. If they do not register, they are not eligible for WIOA-funded services.”

(This alert will only be generated for cases accessing WIOA Dislocated Worker funding within their Activities and/or Support Services)

3. The case manager will then need to click on the “Demographics” tab within the participant’s case record and capture the Selective Service number A.S.A.P.