

**ST. LOUIS COUNTY DIVISION OF WORKFORCE DEVELOPMENT  
DETERMINING KNOWING AND WILLFUL FAILURE TO REGISTER FOR  
SELECTIVE SERVICE POLICY**

In accordance with TEGL 11:11, Change 2 the St. Louis County Workforce Development Board has implemented the following policy to adhere to DOL's updated guidance. Per TEGL 11:11, Change 2 "If the individual was required but failed to register with the Selective Service as determined by the Status Information Letter (can be found at [www.sss.gov](http://www.sss.gov)) or by his own acknowledgement, the individual may only receive services if he can establish by a preponderance of the evidence that the failure to register was not knowing and willful."

In St. Louis County this will be determined by requiring the individual to write an explanation and submit supporting documentation that his failure to register was not knowing or willful. The individual's explanation is required to be written on an Applicant Statement with a witness signature present. Examples of not knowingly or willfully failing to register that will be taken into consideration consist of but are not limited to:

- Hospitalization
- Institutionalization
- Incarceration
- Individual wasn't aware of the requirement to register
- Wasn't aware until after 26<sup>th</sup> birthday
- Do not know what selective service is
- Other based on Compliance Director's Approval

Supporting documentation may include but is not limited to:

1. Service in the Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
2. Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may also be used for supporting documentation. These affidavits may be submitted in the form of Self Attestation(s) from the third party offering the supporting statement for documentation.

If after the documentation has been received and it has been determined that it was not a knowing and willful failure, and the individual has been deemed eligible in all other required areas, services may be provided. For instances when supporting documentation cannot be gathered to determine knowing and willful failure to register, please contact the Division Director and the Director of Compliance. **DENIAL** of knowing and willful failure to register can **ONLY** be given by the Division Director or the Director of Compliance.