

2. National Enrollee Assignment Plan (NEAP) FAQs Edits

1. **How frequently is the Job Corps National Enrollee Assignment Plan (NEAP) updated?**

The Workforce Innovation and Opportunity Act (WIOA), Job Corps' authorizing legislation, requires that Job Corps review its plan for enrolling and assigning new students at least every two (2) years. The NEAP was updated November 23, 2023, with guidance provided in Job Corps [Information Notice 23-03](#).

2. **How are the recruitment zones and the arrival goals determined?**

The NEAP recruitment zones are fixed and in alignment with the local workforce development areas (LWDAs) in each state. Recruitment zones are determined by analyzing census data, historic program demand, and historic enrollment within states' Local Workforce Development Areas (LWDAs), and overlaying recruitment area geographic boundaries with LWDA geographic boundaries. The NEAP goals are determined at the Job Corps National level with Regional Director input and is reflected within the contracts of admissions services providers.

3. **Should Admissions Services staff recruit only for their 'home' center?**

Admissions Services providers will provide recruitment and enrollment services for the prospects and applicants with their recruitment zone. Admissions providers will provide arrivals for one or more centers based on their contract. As legislation requires center assignment be based on career preference, first, and geographic location second, admissions staff must provide advice and guidance to prospects using their knowledge of the Career Technical Training (CTT) programs at the centers for which they recruit, as well as other CTT pathways available for prospects with advice from Regional staff.

4. **Can Admissions staff send applicants to other centers? If yes, what are the conditions?**

Yes, Admissions staff can send applicants to centers other than the ones for which they recruit. This occurs when an applicant who has been approved for participation in Job Corps has selected a training program that is either not offered by the center/s for which the Admissions Services providers recruits or is not available within a 30-day arrival window.

5. **Can Admissions Services providers recruit outside of their zone?**

No, Admissions Service providers will not conduct recruitment outside of their designated recruitment zone. They will provide services only to prospects and applicants whose home zip codes are within the Admissions Services provider's designated zone, unless otherwise directed by the Regional federal officer.

6. **Can Admissions Services providers assign new students outside of their zone?**

Yes, centers may assign a new student to attend other centers (outside of their designated zone), in accordance with their contracts, when an applicant who has been approved for participation in Job Corps has selected a training program that is either not offered by the center/s for which the Admissions Services providers recruits or is not available within a 30-day arrival window.

7. Where is the PY2023 NEAP be posted?

The PY2023 NEAP is posted on www.jobcorps.gov.

8. What is the Job Corps Recruitment Zones digital map?

The Job Corps Designated Recruitment Zones [digital map](#) is an interactive tool that geographically depicts Job Corps center locations, American Job Centers/One-Stops, and Local Workforce Development Areas (LWDAs, as well as Job Corps recruitment zones and related statistical data.

9. Is the NEAP flexible to the changing needs of the Job Corps program?

Adjustments may occasionally be made within contracts to arrival goals, recruitment areas, and/or center-assignment methodology to address the changing needs of the Job Corps program. Therefore, the most accurate information related to recruitment and assignment always rests within the contracts themselves. The NEAP is a reflection of planned recruitment and assignment activity based on the best information available at the time of development in order to meet the legislative requirement and to act as a point of reference for Job Corps' internal analysis and planning.

10. How will the NEAP impact On-Board Strength (OBS)?

The Job Corps National Office will continue to track enrollment volume as it continues to push for and support centers to reach their planned OBS. Job Corps will again review contract-based arrival goals, recruitment areas, assignment structure, and OBS to determine whether adjustments are needed every two years as required by WIOA.