



DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 23-03

TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL FOREST SERVICE JOB CORPS CENTERS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS  
ALL CENTER USERS

FROM: ERIN MCGEE  
Acting National Director  
Office of Job Corps

SUBJECT: Release of the Updated National Enrollee Assignment Plan (NEAP)

1. Purpose. To inform the Job Corps Community of the release of the updated National Enrollee Assignment Plan (NEAP).
2. Background. The Workforce Innovation and Opportunity Act (WIOA), Job Corps' authorizing legislation, requires that Job Corps review its plan for enrolling and assigning new students to Job Corps centers at least every two (2) years. In 2019, Job Corps established the NEAP which replaced the Geographical Assignment Plan (GAP) that set contract-based arrival goals and geographically designated recruitment areas established by the Job Corps federal regions that administer Job Corps contracts. Since Job Corps did not actively enroll students during the COVID-19 Public Health Emergency, the publication of NEAP updates was postponed to 2023.

The NEAP uses a consistent methodology to establish arrival goals and recruitment zones for each center. It also allows for recruitment areas to be fixed and in alignment with the local workforce development areas in each state. The NEAP will be incorporated into each contract with Outreach and Admissions requirements.

The updated NEAP was published on November 22, 2023. Specifically, the NEAP new arrival goals are found on [NEAPMap.com](https://www.dol.gov/agencies/eta/jobcorps/national-enrollee-assignment-plan) and on <https://www.dol.gov/agencies/eta/jobcorps/national-enrollee-assignment-plan>.

3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.

Further, Admissions Services providers are reminded of Policy and Requirements Handbook [1.6, R1. Assignment and Scheduling Procedures](#). Admissions staff must assign enrollees to the center offering the type of career technical training selected by the enrollee, and among the centers that offer such training is closest to the enrollee's home, unless:

- The enrollee would be unduly delayed in participating in the Job Corps program because the closest center is operating at full capacity.
- The parent or guardian of an enrollee requests assignment to another Job Corps center due to circumstances in the home community of the enrollee that would impair prospects for their successful participation in the Job Corps program. Such a request must be documented in the applicant's electronic record.
- The parent or guardian of the enrollee objects to the assignment of an enrollee under the age of 18 to a center other than the center closest to home that offers the desired career technical training, such an assignment must not be made. The objection of the parent or guardian must be documented in the applicant's electronic record.

4. Expiration Date. Until superseded.

5. Inquiries. Questions about this notice should be sent to the Office of Job Corps' Division of Policy, Coordination, and Planning at [JobCorpsDPCP@dol.gov](mailto:JobCorpsDPCP@dol.gov).