National Enrollee Assignment Plan (NEAP) FAQs
Roll-Out: PY2019

1. Why is Job Corps implementing an Enrollee Assignment Plan and how does it differ from previous ones?

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 new approach differs from the old one by using a consistent methodology for establishing arrival goals and recruitment zones for each center. In addition, the new approach allows for recruitment areas to be fixed and in alignment with the local workforce development areas (LWDAs) in each state. The previous approach was called the Geographic Assignment Plan ("GAP") and was set by each Job Corps region as reflected in the contracts of admissions providers. The new approach is called the National Enrollee Assignment Plan (NEAP) and is determined at the National level with Regional input and reflected both within the contracts of admissions providers and as posted on the www.jobcorps.gov website.

2. Is there a transition period for implementing the new plan?

Most admissions providers will receive adjusted arrival goals and some will receive adjusted recruitment areas. There are no changes to how the admissions process is performed. Admissions providers will be expected to begin operating with the adjusted arrival goals and/or recruitment zones after July 1, 2019 or in accordance with a notice sent to them from the DOL ETA Office of Contracts Management (OCM).

3. How were the new recruitment zones and the new arrival goals determined?

The new recruitment zones were 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. Arrival goals were determined by using a formula (On-Board Strength [OBS] x average Weekly Termination Rate [WTR] x 52 [weeks per year], along with other center-specific considerations.

4. How will the NEAP impact how operators deliver OA services?

The work that is required to enroll a new Job Corps student will not change. Prospective applicants will continue to be recruited, applicants will continue to complete the application process, and those who are eligible will continue to be assigned to a Job Corps center. Under the new NEAP, the only differences are numbers of arrivals as reflected in contract-based arrival goals, and areas of recruitment as reflected in the contract-based recruitment area.

5. What is the impact for centers that did not have OA responsibilities before?

Many centers now have OA combined in their contracts along with center operations. Operators with limited Job Corps admissions experience will be required to fully learn and understand admissions requirements, procedures, and support systems as soon as possible by the established performance date.

6. Will admissions staff recruit only for their 'home' center?

It depends on what is established under the NEAP for each center. Some OA providers will provide arrivals for only their home center; others will provide arrivals for one or more other centers. In every instance, admissions staff must learn and understand the specifics of the CTT programs at the centers for which they recruit.

7. 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 would occur 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 OA recruits or is not available within a 30-day arrival window. Each OA provider will send a monthly report of all of their arrivals to the COR, noting arrivals by name and to which Job Corps center the new student was assigned.

8. Can OAs/centers recruit outside of their zone?

No, centers 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 OA's designated zone, unless otherwise directed by the federal officer. Prospects routed through OASIS will route only within the recruiting zone based on home zip code.

9. Can OAs/centers 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, and/or when an applicant who has been approved for participation in Job Corps has selected a training program that is outside of their assignment plan, as approved by the federal officer. Each OA provider will send a monthly report of all of their arrivals to the COR, noting arrivals by name and to which Job Corps center the new student was assigned.

10. How will contracts change to align with the new NEAP?

Arrival goals may be adjusted and recruitment areas may be adjusted. Such changes will be incorporated into the contract through a contract modification. The contracts office may send a letter or change notice to notify the contractor of the new requirements and effective date, in advance of the contract modification. Operators will review the requirements and may submit a request for equitable adjustment if costs are expected to change.

11. Where will the PY2019 NEAP be posted?

The PY2019 NEAP will be posted www.jobcorops.gov . It will be reviewed and updated at least every two (2) years as required by the Workforce Innovation and Opportunities Act (WIOA).

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

The Job Corps Designated Recruitment Zones digital map is a tool with some interactive features. Depending on the user's selections, it geographically depicts Job Corps centers, One-Stops, and Local Workforce Development Areas (LWDAs). By hovering a mouse over a given LWDA and Recruitment Zone, the map will reflect historic information related to number of Eligible Youth, number of youth Enrolled in Job Corps, and other information. Users of this tool include OA contractors, federal managers, and the public. The tool will be posted on www.jobcorps.gov . It will be reviewed and updated at least every two years as required by the Workforce Innovation and Opportunities Act (WIOA).

13. What is the Job Corps NEAP Dashboard and who are the users?

The Job Corps NEAP Dashboard is a report designed to assist admissions providers and federal managers to monitor on-board strength (OBS) requirements at their centers in real time. The number of new arrivals needed at each center will be calculated weekly based on the prior week's actual number of separations. The report

also will compute number of new arrivals currently needed to meet full OBS, how many applicants are needed to result in the needed number of arrivals, and how many prospective applicants are needed to result in the needed number of applicants. The report also will provide historic prospect information (program demand) and census data in order to convey whether more efforts should be directed to processing existing prospects/applicants or whether more efforts should be directed toward localized outreach. The users of the NEAP Dashboard will be Job Corps contractors and federal managers, and it will be accessible within JCDC's Executive Information System (EIS) reporting platform following NEAP implementation.

14. How does the NEAP improve transparency and accountability of applicant arrivals?

Job Corps' plan for enrolling and assigning new students will be posted on the public website, thereby improving transparency and accountability.

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

The estimated number of new arrivals have been 'right sized' under the NEAP. This means that the NEAP sets realistic goals based on new data – practical considerations such as numbers of eligible youth in an area, numbers of youth who have historically expressed interest in Job Corps in an area, and number of youth who have enrolled in Job Corps in an area. OBS is the result of input (arrivals) + output (separations). Arrivals make up half of that equation and therefore have a substantial impact on OBS.