

## Frequently Asked Questions



1. What is Texas Back-to-Work?  
Texas Back-to-Work (TBTW) offers employers up to \$2,000 in wage subsidies for hiring and retaining qualified job seekers in full-time employment for 120 days. TBTW targets employers who hire first-time claimants receiving regular state UI benefits as well as individuals who have exhausted all UI benefits. It promotes increased productivity and business growth, while defraying the costs associated with increasing your workforce. By hiring from this highly qualified pool of workers, who have lost their jobs through no fault of their own, you have the ability to select pre-screened qualified individuals, hiring prospective employees at your discretion, saving labor costs, and training employees to meet your individual business needs.
2. How do I enroll in the program?  
To enroll in the program contact an Employer Services Representative at **214-302-5555** or email [tbtw@wfsdallas.com](mailto:tbtw@wfsdallas.com). An Employer Services Representative will send you the documentation necessary to enroll in the program and help you post your job opening on [WorkInTexas.com](http://WorkInTexas.com). Let Workforce Solutions Greater Dallas help you with free referrals from our database of over 48,000 qualified applicants.
3. I don't want to be overwhelmed with referrals after posting my job on [WorkInTexas.com](http://WorkInTexas.com). Can you help me with that?  
Our Employer Services Representatives would be glad to assist you in posting your job opening to ensure the best results that fit your needs. Tell them your referral criteria and they can tailor the referral to meet your needs. Our nine WFS Dallas offices offer on-site recruiting, access to private interviewing rooms, in-office hiring events, skills assessment and testing as well as referrals controlled by the number of candidates you want to see.
4. What if I am in the process of interviewing candidates now? How can I find out if any of them are TBTW candidates?  
Our Employer Services Representatives at **214-302-5555** would be glad to assist you by researching the status of your candidates in our database of qualified candidates. Job applicants can also determine their eligibility by looking at their homepage on [WorkInTexas.com](http://WorkInTexas.com). Eligible participants should have a blue dollar sign.
5. What if I enroll in the program and my employee terminates employment before 120 days?  
The total amount an Employer is eligible to receive per qualified individual is \$2,000. Should the employee be terminated prior to reaching the 120 day benchmark, the Employer may be eligible to receive the amount that corresponds to the benchmark that was completed (30, 60, or 90 days, defined as consecutive 24 hour periods based on the calendar). The retention periods and corresponding total subsidy amounts are as follows:

  - 30 to 59 days - \$800
  - 60 to 89 days - \$1,400
  - 90 to 119 days - \$1,800
  - 120 days and beyond - \$2,000

6. What records do I have to provide to receive the subsidy?  
You should compile payroll documentation for each TBTW employee that includes a payroll register or check proofs or check stubs which show the employer name, employer EIN, employee name, hourly rate of pay, hours worked, hours paid, and the period of payment.
7. Is there a limit on the number of new employees for which I can receive a subsidy?  
No, at this time there is no limit on the number of TBTW employees for which you can claim a subsidy.
8. We use a staffing agency until the employee passes probation, is transitioned to our payroll and we become the employer of record. Which company qualifies for the TBTW subsidy?  
Staffing agencies that contract with an employer to provide temp-to-perm services are not eligible to receive the subsidy. However, once the employee is transitioned to the permanent employer of record, that employer may receive the subsidy given all other program participation requirements are met. A special Employer Agreement is required in these situations that requires signature by the staffing agency and employer.
9. We are a professional employer organization (PEO) that provides outsourced human resource services for local companies. Are we allowed to participate in TBTW?  
Yes, you are eligible if your organization enters into an agreement with a company that establishes a co-employer relationship. Proof of the contractual relationship will be required when you complete the TBTW agreement.
10. Can private not-for-profit entities participate?  
Nonprofit agencies may ONLY participate if the TBTW employee's supervisor is NOT paid using federal funds. Program participation requires proof of your funding source(s) and you will need to submit a signed attestation that the supervisor of the TBTW employee is not paid with federal funds. Please contact Carlos Yanez, Employer Services Liaison at 214-290-1042 for details.
11. Can governmental entities participate?  
Governmental entities are not eligible for the Texas Back to Work Program.

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