

WORKFORCE SOLUTIONS

GREATER DALLAS

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| Policy Number: CM0221 Rescind CM0208, Change 2 | RE: TWC Unemployment Insurance |
| Date Issued: 05/28/2021 | Effective Date: 06/01/2021 |

Work Search Requirements

Background

A primary goal of the Texas Workforce Commission (TWC) is to encourage claimants to obtain suitable work at the earliest possible opportunity. Prior to COVID-19, WFSDallas maintained a minimum of three work search attempts weekly. At the May 19th Board of Directors' meeting, the Board approved resuming three work search attempts each week for all unemployment recipients.

Policy

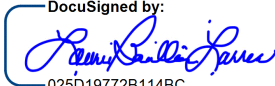
The purpose of this policy is to set forth work search requirements for unemployment insurance claimants. The Board formulates the number of weekly work searches based on an annual review of the local labor market. A claimant must make at least **three** weekly work searches. WFSDallas will follow TWC's guidance for the inclusions to work search. Please find the attached TWC Work Search inclusions.

Action Required

This policy should be distributed to all affected staff.

Contact

Inquiries regarding this policy should be directed to **Connie Rash, Senior Vice President, Resource Development and Deployment at 214.290.1008.**

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| Approved for Content: | |
| <i>Connie Rash</i> | 05/28/2021 |
| Signature | Date |
| DocuSigned by:  025D19772B114BC... | 5/28/2021 |
| President's Signature | Date |

Texas Workforce Commission Work Search Inclusions

For more information, please see: <https://www.twc.texas.gov/jobseekers/work-search-requirements-unemployment-benefits#acceptableWorkSearchActivities>

What Counts as Work Search?

If you are on Regular UI/ PUA (Non-Self Employed)/ PEUC...

You need to complete the minimum number of work searches required in your area per week.

Examples of activities:

- Create a profile on an online job board.
- Apply for a job on any jobs website, mailing in applications or turn in an application in person.
- Interview for a job.
- Register with a private employment agency.
- Participate in a networking event such as a virtual job fair.
- Utilize unemployment resources available through your local Workforce Solutions Office.
- Complete a Metrix online learning course with a passing grade.

If you are on State Extended Benefits...

If you've run out of regular unemployment benefits and/or CARES act benefits, you are likely on State Extended Benefits.

It is important to note, the Federal government has different requirements for claimants who are on State Extended Benefits.

You must complete the number of work searches required in your area by doing different activities on different days.

For examples:

Monday-
Utilize unemployment resources available through your local Workforce Solutions Office.

Tuesday-
Apply for a job on any jobs website.

Wednesday-
Complete an interview.

Thursday-
Register with a private employment agency.

Friday-
Participate in a networking event such as a virtual job fair.

