

WORKFORCESOLUTIONS

GREATER DALLAS

Policy Number: CM0221, change 1 Rescind CM0208, Change 2	RE: TWC Unemployment Insurance
Date Issued: 02/21/2025	Effective Date: 09/18/2024

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. WFSDallas is required to set a local work search policy (establishing minimum attempts) for all unemployed persons receiving Unemployment Benefits. For many years, WFSDallas maintained a minimum job search set at three attempts, weekly. At the September 2024 Board of Directors' meeting, the Board approved five job search attempts each week for all unemployment recipients. Following board action, staff notified TWC of the modification in job search attempts.

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 **five** weekly work searches. WFSDallas will follow TWC's guidance for the inclusions to work search. WFSDallas will also follow TWC's guidance for the exemptions to work search.

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.**

Approved for Content:	
	
Signature	Date
	
President's Signature	Date

CM0221work searchch1

Final Audit Report

2025-02-21

Created:	2025-02-21
By:	Connie Rash (crash@wfsdallas.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAADfJF4h1Mm1vkyf7fs612agZnyoU89hJ

"CM0221work searchch1" History

-  Document created by Connie Rash (crash@wfsdallas.com)
2025-02-21 - 7:31:10 PM GMT- IP address: 97.75.109.118
-  Document emailed to Ashlee Verner (averner@wfsdallas.com) for signature
2025-02-21 - 7:31:59 PM GMT
-  Email viewed by Ashlee Verner (averner@wfsdallas.com)
2025-02-21 - 8:14:40 PM GMT- IP address: 107.115.171.125
-  Document e-signed by Ashlee Verner (averner@wfsdallas.com)
Signature Date: 2025-02-21 - 8:16:47 PM GMT - Time Source: server- IP address: 107.115.171.125
-  Agreement completed.
2025-02-21 - 8:16:47 PM GMT