

# BACK TO WORK AGREEMENT

## Keeping Your Benefits Means Looking for Work

Anyone receiving unemployment insurance benefits must actively seek work -- which includes registering with WorkInTexas.com and participating in Workforce Solutions activities to help return to work.

## What are the rules and my responsibilities?

In Texas, receiving unemployment insurance starts with you. You must seek work or be enrolled in an approved training program to continue receiving benefits.

- We will help you put together a plan with the steps you need to get and keep a job.
- We assess your work history, skills and education level to help prepare your plan and decide how best to serve you
- Your plan will include mutually-agreed activities, depending on your situation, to help you return to work.

## What must I do to keep my benefits?

- Actively seek work
- Participate in activities described in my plan
- Keep a paper record of job contacts
- Accept Workforce Solutions' job referrals
- Accept a reasonable job offer and aim to keep the job
- Upon employment, contact Workforce Solutions to report where I work, when I work and what I may still need help with

**What happens if I don't follow my plan?**

If you don't follow the plan we've put together with you, and you don't have a good reason, your benefits could be delayed or denied.

**Statement of Agreement**

I understand receiving unemployment insurance means I must actively seek work and participate with Workforce Solutions.

If I don't seek work or participate with Workforce Solutions without good cause, I could cause an interruption or cancellation of my benefits.

I understand I have the right to appeal any actions which deny my benefits by contacting the Texas Workforce Commission and asking about the right way to appeal.

**Signature**

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**Printed Name**

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**Date**

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