

How to Become an Approved Outplacement Service Vendor

We provide an application for vendors to complete and submit with the required attachments.

1. Download, fill out, print, and sign the [outplacement service vendor application form](#).
2. Mail the application form with the required attachments to:

Workforce Solutions Financial Aid Office
ATTN: Karen Bailey
PO Box 741361
Houston, TX 77274-1361

3. As a part of the application process, new applicants that provide services in their facilities can expect to receive a visit from Workforce Solutions staff. If applicable, you will be contacted to schedule a convenient time for the visit.
4. Upon approval, a contract will be completed and sent for signature. Upon completion of the contract, you will be eligible to provide services to Workforce Solutions customers.

Application Process may take up to 60 days to complete

Annual application renewal process

We approve programs and services for one year. Vendors must submit a new application every year in order to remain a vendor. Complete and submit the same application form to stay on the vendors' list.