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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