**{TODAYS\_DATE\_DYNAMIC}** 

{CUSTOMER\_ID}

{FIRST\_NAME} {LAST\_NAME}

{STREET\_ADDRESS1} {STREET\_ADDRESS2}

{CITY}, {STATE} {ZIP\_5}

Dear {FIRST\_NAME} {LAST\_NAME}:

We are contacting you to assist you in meeting your work requirement while receiving Temporary Assistance to Needy Families (TANF) cash assistance. Workforce Solutions is ready to help you get a job, keep a job, or get a better job.

In order to keep your TANF benefits, you must schedule your orientation appointment as soon possible, but no later than [date of seven calendar days] using the Appointy link or by scanning the QR code above, and following the steps below:

* **Select “I am a Job Seeker,” then “Orientation.”**
* **Select “Temporary Assistance for Needy Families (TANF).**
* **Select a date and time for your appointment.**
* **Complete the form using your information.**

Please contact us at **email address** or **phone number**, if you:

* are unable to schedule through the link or code by [date of seven calendar days],
* need a reasonable accommodation,
* are working, or
* have an individual or family circumstance that prevents you from working.

We’re here to assist you Monday through Friday, 8:00 a.m. to 5:00 p.m. If you leave a message, please leave a telephone number where you can be reached, and your customer ID number listed above your name on this letter.

**If you fail to contact us or meet with a Workforce Solutions professional by 12 pm on [date of seven calendar days], we will notify HHSC and HHSC will stop your benefits.**

At your appointment, we will help you look for work and talk about your work search requirements. The day of your appointment will be your first day of job search.

We can offer you referrals to jobs that match your qualifications, information about jobs in our region, and financial assistance to help you look for work, go to school, or go to work.

We appreciate your business and look forward to hearing from you!

Sincerely,

{LOCATION\_NAME}

{CONTACT\_PHONE}

email {LOCATION\_NAME}@wrksolutions.com