{LOCATION\_NAME}

{LOCATION\_ADDRESS1}

{LOCATION\_CITY},{STATE} {LOCATION\_ZIP\_5}

{TODAYS\_DATE\_DYNAMIC}

{CUSTOMER\_ID}

{FIRST\_NAME} {LAST\_NAME}

{STREET\_ADDRESS1} {STREET\_ADDRESS2} {CITY}, {STATE} {ZIP\_5}

***Supplemental Nutrition Assistance***

# Employment & Training



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

We are contacting you to assist you in looking for work while receiving Supplemental Nutrition Assistance (SNAP) benefits. Workforce Solutions is ready to help you get a job, keep a job, or get a better job.

You can schedule your orientation appointment as soon possible, but no later than (10 calendar days) by scanning the QR code above or using the [Appointy](https://booking.appointy.com/en-US/wrksolutions/locations) link, and following the steps below:

* **Select “I am a Job Seeker,” then “Orientation.”**
* **Select “Supplemental Nutrition Assistance Program (SNAP E&T).”**
* **Select a date and time for your appointment.**
* **Complete the form using your information.**

**Appointments are first come, first served, so schedule your appointment as soon as possible.**

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

* are unable to schedule through the code or link by (10 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.

At your appointment, we will help you look for work and discuss how you can report your job search progress. We can also refer you to jobs that match your qualifications and offer you financial assistance to look for work, go to school, or go to work.

We look forward to helping you find employment!

Sincerely,

{LOCATION\_NAME}

{CONTACT\_PHONE}

email{LOCATION\_NAME}@wrksolutions.com

[www.wrksolutions.com](http://www.wrksolutions.com)

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. (Please request reasonable accommodations a minimum of two business days in advance.) **Relay Texas** Numbers: 1.800.735.2989 (TDD) 1.800.735.2988 (voice) or 711 03/06/2023