



## POLICY

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<b>CATEGORY:</b>	<b>Workforce Programs-Unemployment Insurance</b>	<b>No: 4.5.100.10</b>
<b>TITLE:</b>	<b>Work Search Requirement</b>	
<b>SUPERSEDES:</b>	<b>4.5.100.09</b>	
<b>EFFECTIVE DATE:</b>	<b>September 26,2024</b>	
<b>DATE APPROVED:</b>	<b>September 25, 2024</b>	
<b>DATE REVIEWED:</b>	<b>September 12, 2024</b>	

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### I. PURPOSE

To receive Unemployment Insurance (UI) benefits, claimants must have worked for employers who pay UI taxes, must be unemployed through no fault of their own, and must be physically able to work, available for work and actively seeking work. The work test is administered in two ways. Unless exempted by Texas Workforce Commission (TWC) policy, UI claimants must be registered for work, generally through the local career centers or WorkInTexas.com. Claimants must also make a personal work search log and keep a record of work search contacts they have made and work search activities which improve their chance for finding employment.

Workforce Boards are required to review their work search requirement annually. Texas maintains high expectations regarding the percentage of claimants entering employment. The Board, through its service providers, has devoted considerable effort and resources to improving performance on claimant employment rates. Increasing the level of work search participation by UI claimants is expected to more fully engage both claimants and employers in the continuous improvements necessary to maintain and exceed State performance standards.

The intended benefit for claimants will be a higher percent return to work sooner. Claimants will restore their earning power and enjoy the dignity associated with work. The intended benefit for employers will be potential savings on UI taxes, and having a more readily-available, skilled workforce.

### II. DEFINITIONS

*Work Search Contact/Work Search Activities-* A contact by a UI claimant with an employer to ask for work, complete an application, or submit a resume. Examples of work search activities include registering for work, attending career center orientations, job readiness workshops, job search seminars, job club meetings, job fairs, resume preparation workshops, etc.

*MSA- Metropolitan Statistical Area-* This classification is intended to provide nationally consistent definitions for collecting, tabulating, and publishing Federal statistics for a set of geographic areas. The Corpus Christi MSA consists of Aransas, Nueces, and San Patricio counties.

### III. POLICY STATEMENT

TWC requires, at a minimum, combination of three (3) work search contacts or work search activities during each claim week. No Board action is required for this level of UI work search requirement.

The Board of Directors has adopted the following UI policy. The effective date will be as soon as the programming changes can be implemented by TWC.

County	Contacts/Activities Per Week	Explanation
Brooks, Duval, Kenedy, Live Oak, and Refugio.	4	Encourage UI recipients to re-engage in job-search, visit career centers to receive in-person and/or virtual services.
Aransas, Bee, Kleberg, Jim Wells, Nueces and San Patricio.	5	MSA Counties and those where a Workforce Career Center exists.

### IV. PROCEDURES

Board staff will continue to review the UI work search requirement on at least an annual basis to see if adjustments in the work search requirement are necessary. Changes, if needed, will be recommended to the Board for approval. Board staff will notify TWC of changes in the local UI work search requirement.

TWC will program its automated claim filing system to give claimants the current UI work search requirement for the Board area. When claimants contact TWC by telephone or internet to file their UI claims, TWC will officially notify each claimant of their specific work search requirement. Field staff will notify TWC of availability issues detected during the work test. All eligibility issues on UI claims will be investigated by TWC. Final determinations on eligibility for UI benefits will be made by TWC.

### V. RELATED POLICY INFORMATION

TWC Rule 40 TAC 815.28

[TWC Workforce Development Letter 01-12](#)

### VI. RESPONSIBILITIES

The Career Center Service Provider Management shall ensure that all relevant staff and the Workforce Solutions Career Center service providers are informed of and comply with this policy. The Workforce Solutions Career Center service providers shall ensure that appropriate procedures are implemented and that relevant staff receives training regarding the requirements of this policy.

### VII. FORMS AND INSTRUCTIONS

N/A

### VIII. DISTRIBUTION

Board of Directors

Board Staff

Service Provider Staff

POLICY TITLE: Work Search Requirements  
POLICY NUMBER: 4.5.100.010

DATE: September 26,2024  
REVISED: September 127,20423.

IX. SIGNATURES

Ricardo Murray  
Reviewed by EO Officer

9/26/2024  
Date

Ken Treviño  
President/CEO

09/26/2024  
Date