Texas Work Force Commission (TWC) Shared Work Program Application Process Resources

Register with Employer Benefit Service (EBS)

• https://www.twc.texas.gov/businesses/employer-benefits-services

Complete the Shared Work Plan Application

- Participants: Can list Individually or all at once via a spreadsheet upload
- TWC approves/denies shared work plans within 10 days of receipt; TWC response provided within 'Inbox' tab of EBS dashboard
- https://www.twc.texas.gov/files/businesses/ebs-shared-work-employers-twc.pdf
- Once Shared Work plan is approved, Employer will receive instructions on how to proceed.
- At this point, Employer can offer this program to eligible employees who wish to participate.

• Employer begins weekly/biweekly reporting via Employer Benefit Service (EBS)

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