

Legislative Notification of Field Office Closure

Instructions:

Complete Form GR-10, Legislative Notification of Field Office Closure, when the Board's closing of a satellite office or Texas Workforce Center will affect state employees or will leave a county without in-county services within the local workforce development area (workforce area). The Board shall notify its assigned contract manager of such closing and submit this form no later than 45 calendar days before closing.

TWC will notify affected members of the Legislature based on information provided herein.

Questions regarding office closures
What is the reason for closing the office?
What is the type and size of the facility? What services were provided there?
What is the process for closure (closure plan)?
How many jobs will be lost?
How many people will be affected?
How many people will be reemployed?
How many customers will be affected (Texas Workforce Center, number of people served per day/month, customer demographics, programs, performance, etc.)
Will any partners be affected and where will they relocate?
Who is the point of contact for closure (or key contacts)?
How will the customer base be notified of the closure?