

**TEXAS WORKFORCE COMMISSION**

**Access to Information Contained in Unemployment Insurance Records**

The information maintained by the Texas Workforce Commission (Agency), as administrator of the unemployment insurance program, is confidential and not subject to public disclosure. There is an exception to this confidentiality requirement for public officials who need the information for the administration or enforcement of a law. The public official must agree to maintain the confidentiality of the information obtained from the Agency.

The request from the public official must be made in writing on official letterhead. The request must identify the requester as a public official, must include a statement that the information requested is necessary for the administration or enforcement of a law, must list the specific purpose for which the information will be used, and must be signed. The requester must also sign an Agency confidentiality agreement.

**Data Sharing Agreements**

If the public official anticipates an ongoing need for access to Agency records, the Agency will prepare a contract to facilitate access. The contract can be for online access, off-line access, or both.

**Costs**

There is a charge for providing information maintained as part of the Unemployment Insurance program. The Agency can recover the cost of providing this information to authorized agencies. The costs depend on the method provided and the amount and frequency of data provided.

**Method of Receiving Data**

**1) Online Access**

The charge for online access to the Agency unemployment compensation information (including wage records, unemployment compensation benefits information, and employer tax information) will be based on a yearly subscription fee. The yearly subscription fee will be determined by the number of users authorized in the contract to access information online. Payment of the yearly fee must be received by TWC by the due date listed in the contract. The yearly fee will cover basic online access charges for a twelve-calendar month period starting on the begin date listed in the contract.

Rate Schedule for online access:

|  |  |
| --- | --- |
| **Number of Authorized Users** | **Annual Subscription Rate** |
| 1-10 | $3,750 |
| 11-25 | $5,000 |
| 26-50\* | $8,750 |
| 51-100\* | $15,000 |
| 100-500\* | $62,500 |
| 501-1,000\* | $125,000 |
| 1,001-2,000\* | $250,000 |
| 2,001-3,000\* | $375,000 |
| Over 3,000\* | $500,000 |

\*If a contractor wants more than 25 users a year, it must submit a written justification explaining why more than 25 users is needed and must obtain written approval of the number by TWC.

**2) Offline Access**

Rate Schedule for SSNs provided by requester to match against TWC wage records:

|  |  |
| --- | --- |
| Processing Fee | Fee Per Job |
| 1-999 | $625 |
| 1,000 – 14,999 | $750 |
| 15,000 – 19,999 | $935 |
| 20,000 – 24,999 | $1,250 |
| 25,000 and above | $2,500 |

Programming Fee

In addition to the rate schedule above, an hourly rate is charged for time utilized by programmers and system analysts in the Information Technology department. The below rate will be multiplied by the total hours spent on creating new requests/jobs or modifying existing requests/jobs that were previously created.

|  |  |
| --- | --- |
| Costs for New or Modification of Existing Jobs | Fee Per Job |
| Programming Services | $93.51 |

Offline Request Specifications

Data available to match include Social Security number, Texas Employer ID, Federal Employer Identification number. This will be provided to TWC via a seed file. Requesting different data elements must be discussed with the contract manager to determine if data is available to share.

**3) Access to both – Online and Offline**

You may choose to have access to both methods. The cost is a combination of both.

**Request a Contract**

The contracting process begins with the submission of the Request and Safeguard Plan (RSP) form. A copy of this form is attached to the email on which this document was sent.

If you have further questions, please contact External Data Exchange at: [DEContracts@twc.texas.gov](mailto:DEContracts@twc.texas.gov)