

# Texas Business Today

Joe Esparza  
Commissioner Representing Employers

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Texas Employers,

I'm glad to announce the Texas Workforce Commission is now accepting applications for the [Upskill Texas program](#). My fellow commissioners and I have heard from many of you about the need to upskill your current employees, and this program offers a great solution. Upskill Texas can reimburse employers for providing technical training to current employees.

To be eligible, businesses must have 100 or more employees located in Texas and provide a 50% employer match, which can include trainee wages and benefits. Eligible employers include private, non-profit, or for-profit businesses, and public healthcare organizations. Upskill Texas is intended to offer financial support to employers that are:

- Expanding their operations.
- Retooling their processes.
- Introducing new services or product lines.
- Experiencing organizational structure changes.

Employers can also designate a community or technical college, third-party trainer, or workforce development board to apply on their behalf and administer the grant.

Projects must range from \$150,000 to \$500,000. Up to \$3,000 is available per trainee, and the training must be 100% technical.

The deadline to apply is June 30, 2025, at 5:00 p.m. Applications will be processed in the order received and awarded on a first-come, first-served basis. I encourage you to apply as soon as possible!

In other news, please be sure to check the [schedule for the next Texas Conference for Employers](#) in your area. Amarillo – I will see you on May 9!

- Joe Esparza, Commissioner Representing Employers



**Joe Esparza**  
**Commissioner Representing Employers**  
**Texas Workforce Commission**

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## **Texas Business Minute**



[Click here to watch the video](#)

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## 2025 Texas Conference for Employers

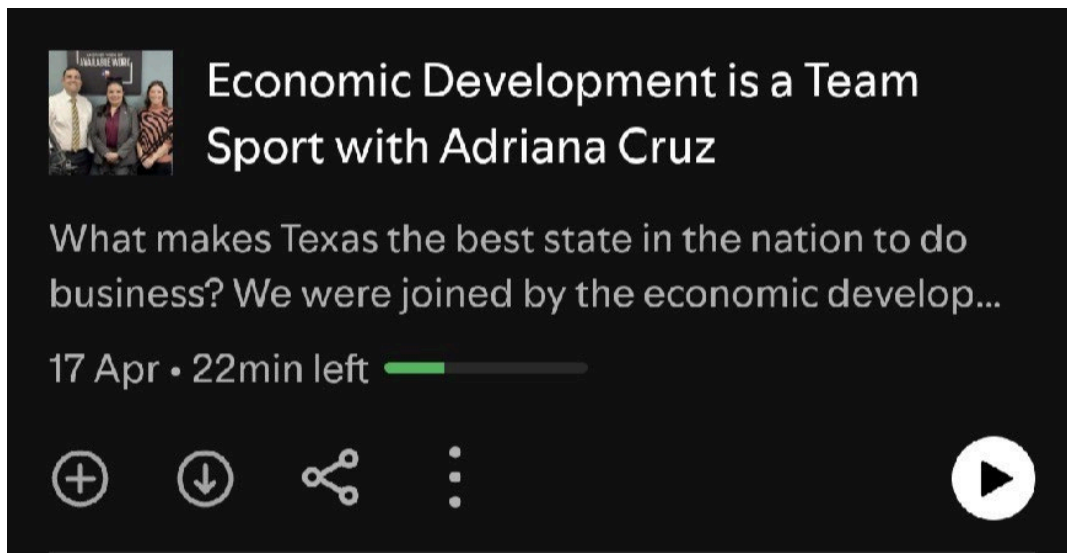


- **May 9:** Amarillo - [Sign Up](#)
- **May 23:** Longview - [Sign Up](#)
- **June 13:** Victoria - [Sign Up](#)
- **July 10-11:** Houston/Woodlands
- **August 8:** Abilene
- **August 22:** Round Rock
- **September 5:** Dallas

[More Info](#)

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## Another Week of Available Work: A Podcast with Commissioner Joe Esparza



What makes Texas the best state in the nation to do business? We were joined by the economic development maven, Adriana Cruz, Executive Director of the Texas Economic Development & Tourism Office, to get an expert take on Texas' economic strength and future. Adriana shares the state's target industries, competitive edge, and how employers can capitalize on this momentum.

[Click here to listen on Spotify](#)

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## **Address the Situation: Keep Your Mailing Address Up-to-Date**

**By: Elsa Ramos**

*Legal Counsel to Commissioner Joe Esparza*

Employers frequently lose unemployment claims by not responding to notices or filing timely appeals. A common cause is outdated contact information. For example, if employers move and update their mailing address with USPS but fail to update their address with the Texas Workforce Commission (TWC), they may experience delayed mail delivery. Delays in receiving time-sensitive documents can negatively impact their claims. Therefore, it is crucial for employers to ensure TWC has their current mailing address.

### **Legal Requirements**

Title 40, Part 20, [Section 815.3](#) of the Texas Administrative Code states that each employer, “shall notify the Agency of its correct address and of any change in its correct address, and each employing unit shall promptly notify the Agency of any change of address.” Therefore, keeping TWC informed of the employer’s most current address is not only a good idea, but also required by statute. The section further adds that, with few exceptions, “In all transactions in which notice is required by the Act or this chapter, the Agency shall notify the parties at the last known address as reflected in the Agency records.”

### **Employer Options**

Employers often need different mailing addresses for different purposes. For instance, for tax and payroll purposes, employers may want TWC documents sent to their payroll company, CPA, or other designated representative. However, when it comes to managing unemployment claims, employers often prefer to have these documents sent directly to them. Employers have the option to designate a specific mailing address for claim-related correspondence. Instructions for designating a claims address can be found [here](#). A designated mailing address for claims helps employers avoid delays in receiving important notices and documents.

For even quicker delivery of documents, electronic correspondence is an available option for employers who prefer to receive claim documents electronically. Please note, in order to access electronic correspondence, employers must [sign up for an Employer Benefit Services \(EBS\) account](#). Once registered for EBS, the employer can [elect to receive Electronic Correspondence](#).

This next part is important. Although included in the materials and instructions for Electronic Correspondence, many employers miss this information:

**Appeals documents are NOT available via electronic correspondence and WILL still be mailed to the employer's mailing address.**

Since Appeals materials will be sent via regular mail, employers must still ensure that TWC has their most updated mailing address to avoid missing an unemployment appeals hearing or filing a late appeal.



### **Consequences**

What's the worst that could happen if an employer misses a claim deadline or fails to appear at a hearing? An employer's failure to update its address with TWC can have serious consequences. Employers may lose otherwise winnable unemployment claims if they do not timely receive notices and documents from TWC. Losing a claim can result in financial liability. Taxed employers can face chargebacks and increases to their unemployment insurance tax rates for several years. Reimbursing employers can be billed for their share of benefits paid to claimants.

[Section 815.32](#) sets out the timeliness rules. Subsection (b) states that, "A document mailed to a party is presumed to be received if the document was mailed to the complete, correct address of record." The rules state that the proper mailing address for an employer will be determined under Section 815.3 (noted above).

Employers are legally obligated to keep their mailing address current with TWC. If failure to do so results in delayed notices and missed deadlines or hearings, the employer may be left without recourse.

### **Bottom Line**

Employers should ensure that TWC has their most updated mailing address for claim purposes. Even if employers choose to receive electronic correspondence for handling unemployment claims, appeals documents will still be sent via mail. Taking this simple step now can prevent costly consequences later. For questions or more information, please call 800-832-9394 or email: [employerinfo@twc.texas.gov](mailto:employerinfo@twc.texas.gov).

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# TEXAS EMPLOYER HOTLINE

## 1-800-832-9394

Hiring Issues • Medical Leave-Related Laws • Personnel Policies and Handbooks • Independent Contractors and Unemployment Tax Issues • The Unemployment Claims and Appeals Process • Texas and Federal Wage and Hour Laws



**Employer Hotline Hours: M-F, 8am-5pm**

*Information provided by employment law attorneys in the Office of the Commissioner Representing Employers at the Texas Workforce Commission*

### **Texas Business Today is provided to employers free of charge**

Texas Business Today is a monthly update devoted to a variety of topics of interest to Texas employers. The views and analyses presented herein do not necessarily represent the policies or the endorsement of the Texas Workforce Commission. Articles containing legal analyses or opinions are intended only as a discussion and overview of the topics presented. Such articles are not intended to be comprehensive legal analyses of every aspect of the topics discussed. Due to the general nature of the discussions provided, this information may not apply in each and every fact situation and should not be acted upon without specific legal advice based on the facts in a particular case.

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### **Connect with the Office of the Commissioner Representing Employers**

Email: [employerinfo@twc.texas.gov](mailto:employerinfo@twc.texas.gov)

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