



Texas Workforce Commission Contractor Notice of Appeal Rights

VR1309 Instructions

Purpose

To explain the contractor's rights and responsibilities for any adverse action taken on behalf of TWC.

Copies and Distribution

TWC staff must attach a copy of this form to any notice of adverse action, and

- send the original notice of adverse action and attached VR1309 to the contractor,
- retain a copy for the contract files, and
- forward to the [TWC Manager, Contract Administration](#) and [TWC Director of Procurement and Contract Services](#):
 - a copy of this form,
 - the notice of adverse action, and
 - any documentation related to the notice of adverse action.

Retention

The staff retains a copy of this form, the notice of adverse action, and any documents related to the notice of adverse action according to the current TWC record retention schedule.

Detailed Instructions

The VR1309 must **not** be changed or amended in any way.