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| TWC Logo | **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.