

**By Appointment  
Only!**

# Need to file for unemployment but don't have a computer or phone?

Starting April 21, 2020

## Schedule your appointment today!

### Who is eligible?

Workforce Solutions Golden Crescent is offering this service to individuals who meet the following criteria:

- Does not have a computer or has a computer but no internet access ***and***
- Does not have a phone ***or***
- Has a phone with limited minutes and/or limited or no data plan

### How to schedule an appointment

Complete referral form. The form can be completed by the individual or social service agency. Form can be submitted by fax, email, phone or mail to Workforce Solutions Golden Crescent at:

**Fax:** (361)576-900 **Email:** gcjobs@gcworkforce.org **Mail:** 120 South Main, Suite 110, Victoria, Texas 77901 **Phone:** (505)702-8966 or (361)578-0341 and choose 0=operator

Workforce staff will contact you to schedule your appointment.

### You Will Need

1. Last employer's business name and address
2. First and last dates (month, day and year) you worked for your last employer
3. Number of hours worked and pay rate if you worked this week (including Sunday)
4. Information related to your normal wage
5. Alien Registration Number (if not a U.S. citizen or national)

You will be allowed to bring one (1) individual with you to help you with your application if needed. Please no children.

### For the Safety of All

Everyone will be required to wear a face covering at all times while in the center. If you do not have a face covering, one will be provided to you. Failure to comply will result in loss of your appointment and you will be required to reschedule.

Please do not schedule an appointment or attend if you feel sick, have a fever, know that you have been in contact with someone that is sick or tested positive for COVID-19.



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120 South Main, Suite 110, P. O. Box 2149, Victoria, Tx 77901 [www.gcworkforce.org](http://www.gcworkforce.org)

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas: 800-735-2989 (TTY) and 711 (Voice). [texasworkforce.org](http://texasworkforce.org)