

**SEPTEMBER 12, 2025**

**GENERAL ASSISTANCE TRAINING INSTITUTE  
BASICS OF GENERAL ASSISTANCE**

**\*\*\*\* BRING GENERAL ASSISTANCE HANDBOOK \*\*\*\***

The General Assistance Handbook is available for purchase on the [TOI.ORG website](http://TOI.ORG) for \$150. Alternatively, you can buy it in person on the day of the training, while supplies last.

Thelma Keller Convention Center  
1202 N Keller Dr  
Effingham, IL 62401  
(217)347-5115



Registration: 8:30 am – 9:00 pm  
Training: 9:00 am – 4:00 pm  
Light Breakfast. Hot lunch Provided.

HOTEL adjacent to Thelma Keller:  
Holiday Inn (an IHG Hotel)  
1301 Avenue of Mid-America  
Effingham, IL 62401  
(217)290-5343



Check in with Sue Brokaw to see if rooms are available at a block discount rate. Contact her by email at [Supervisor@DoorTownship.com](mailto:Supervisor@DoorTownship.com)  
Deadline is 30 days prior to event.

Space is limited to 100 people.

This training is intended for newly elected Supervisors and newly hired caseworkers. The following basic principles will be covered: Intake Process, Non-Financial Eligibility, Verification, Budgeting, and Notice of Decision.

**PLEASE PRINT**

County: \_\_\_\_\_ Township: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\$75 per person. Only one person per REGISTRATION FORM**

All registrations are managed through the Township Officials of Illinois website. To register online, you may click the following link: <https://toi.org/events>, or you can send a check to:

**Township Officials of Illinois  
Attn: Teresa Ruenger  
3217 Northfield Dr.  
Springfield, IL 62702**