

March 6, 2026

**GENERAL ASSISTANCE TRAINING INSTITUTE**

**BASICS OF GENERAL ASSISTANCE**

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

(May be purchased at [General Assistance Manual](#) for \$150)

**Bloomington Double Tree  
10 Brickyard Dr.  
Bloomington, IL 61701  
(309)-664-6446**

**Registration: 8:30 am – 9:00 am  
Training: 9:00 am – 4:00 am  
Light Breakfast/Lunch Provided**

**HOTEL: Double Tree by Hilton  
10 Brickyard Dr. Bloomington, IL 61701  
(309)-664-6446**

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, 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**