

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](https://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.
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HOTEL adjacent to Thelma Keller: Holiday Inn (an IHG Hotel) 1301 Avenue of Mid-America Effingham, IL 62401 (217)290-5343	→	Please contact hotel directly for overnight arrangements. <u>Deadline is 30 days prior to event.</u>
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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**