

**OCTOBER 17, 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.

Radisson Hotel & Conference Ctr  
200 S Bell School Rd  
Rockford, IL 61108  
(815)226-2100



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

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**