



KENDALL COUNTY COURT SERVICES

807 W. John Street
Yorkville, IL 60560

Circuit Court for the 23rd Judicial Circuit

P 630-553-4180

F 630-553-4120

Today's Date: _____

Client Name: _____

Client Phone: _____

Regarding finding your own worksite, information below needs to be completely filled out.

Please have the following filled out by the **501C3 non-for profit tax exempt:**

Worksite Information	
Name:	
Address:	
Supervisor Name:	
Contact Phone Number:	
501C3 & Tax Exempt Number:	
Fax Number or Email:	

This is the information that you need to obtain if you are choosing to find your own worksite. When these completed forms are received, the worksite supervisor will be contacted to verify that they are willing to supervise your PSW hours. Once verification is received, time sheets will be sent to the worksite supervisor. It can take up to 2 weeks for approval and response in advising you that everything has been verified and that you may start your PSW hours or if the requested worksite has been denied. **DO NOT start working until you are contacted by our department and informed the worksite has been approved.**

Please return form by email, mail or drop off to Court Services within 3 weeks of receiving form.

Should you have any further questions, please feel free to call our department at 630-553-4180.

Sincerely,

Public Service Work Officer

630/553-4180

630/553-4120 Fax

Probationemail@co.kendall.il.us