

Today's Date: _____
Client Name: _____
Client Phone: _____

Regarding finding your own worksite, here is the information I would need.
Please have the following filled out by the 501C3 non-for profit tax exempt:

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

This is the information that you need to obtain for me if you are choosing to find your own worksite. When I receive this completed form I will contact the supervisor at the worksite to verify that they are willing to supervise your PSW hours. Once I receive verification I will send time sheets to the worksite supervisor. It will take me 3-4 weeks for me to contact you and let you know 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 I contact you to inform you the worksite has been approved.**

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

Sincerely,

Michelle Pendzinski
PSW Officer
630/553-4180
630/553-4120 Fax
Probationemail@co.kendall.il.us

THIS FORM MUST BE RETURNED BACK TO MICHELLE PENDZINSKI BY _____.



Kendall County Court Services

Requirements for the Site Supervisor

1. On the 1st of every month you will need to fax or email me the TOTAL hours the client completed & the last day the client worked.
2. I will need a completion letter emailed or faxed to me when the Public Service Work hours have been completed. The completion letter needs to have the non-profit organization seal, the date, total hours completed, last day worked, your name, your title, your signature, phone number, email, etc..

The email address is

probationemail@co.kendall.il.us

The fax number is 630-553-4120

The phone number is 630-553-4180