

# CAPITAL TOWNSHIP GENERAL ASSISTANCE OFFICE

Thomas Cavanagh, Supervisor

901 S. 11th  
Springfield, IL 62703

Phone: (217) 525-1736  
Fax: (217) 525-0056

---

## WORKFARE FACT SHEET

### WHAT IS WORKFARE?

Workfare is a Capital Township Program to provide work for jobless adults who are ready, willing and able to work and meet all program requirements. Any employer, public, private, or non-profit, can apply to become a Workfare employer.

Workfare offers employers part-time and temporary help at no direct cost, and without a lot of paperwork.

Workfare gives adults the opportunity to earn a paycheck and gain work experience.

### WHAT DOES WORKFARE MEAN FOR EMPLOYERS?

Workfare is a voluntary program. The Capital Township Workfare office screens all applicants to assess their skills and interests. When an employer requests Workfare workers, Capital Township refers those who state they want to earn a paycheck. Employers cannot use Workfare workers to replace regular full-time, part-time or union employees.

The employer guarantees 70 hours of work for each worker and provides supervision while they work.

The Capital Township Workfare Office provides the wages and worker's compensation coverage for the Workfare worker.

Most workers must rely on mass transit for transportation and may receive enough bus tokens to get to and from work, at no cost to the employer.

The only paperwork required by the employer, after an application has been completed, is the employee time sheet. The sheets are to be filled out by the employer and returned to Capital Township after the worker has completed the required 70 hours has been terminated from employment, found permanent employment, or at the end of the month. Time sheets can be turned in anytime after the 70 hours have been worked, **but are due by Fridays** so the worker can receive a check the following Tuesday.

### WHAT DOES WORKFARE MEAN FOR VOLUNTEERS?

Workfare workers can earn up to \$577.50 per month by working a total of seventy hours (70) set by the employer in a calendar month.

Workers may remain on the Workfare Program for six (6) consecutive months within a twelve (12) month period.

After six (6) months, it is hoped that Workfare workers will have acquired the skills and work experience that will prepare them for future employment.

Workfare provides the worker with more than a paycheck. It offers opportunities that can lead to employment and the personal satisfaction that comes from working.

# CAPITAL TOWNSHIP GENERAL ASSISTANCE OFFICE

Thomas Cavanagh, Supervisor

901 S. 11th  
Springfield, IL 62703

Phone: (217) 525-1736  
Fax: (217) 525-0056

---

## EMPLOYEE WORKFARE REGULATIONS

The following is a list of requirements, which must be agreed upon and followed by all Workfare participants. Failure to follow any regulations will result in your removal from the Workfare program.

- **You must be currently unemployed, eighteen (18) years of age or older, a legal resident of the United States, reside in Capital Township, and have no minor children of your own in the household.**
- **You must not have any other income coming into the household, be currently receiving benefits from any other agency, or have any application pending with Social Security or Unemployment. Your assets cannot exceed the Workfare monthly wages of \$577.50.**
- **You must be willing and able to work. Once you are assigned to an employer, you must remain at that position unless there is justifiable reason for requesting another employer.**
- **You must report to work on time and follow the employer's work place rules and regulations.**
- **You must notify your employer and Capital Township if you are unable to report for work. Absence from work for illness more than 2 days requires a Doctors excuse. Absence more than 2 days for incarceration is grounds for termination.**
- **You are required to work seventy (70) hours per month as scheduled by your Workfare employer. If you drop out of the Workfare Program prior to completing thirteen (13) hours, you have not demonstrated a desire to work and no check will be issued.**

The only exceptions will be:

- a. **A verifiable medical problem - written documentation from a doctor is required**
  - b. **You have found permanent employment - written verification is required from the new employer**
- **Capital Township will provide you with bus tokens to and from work only. You are responsible for all extra tokens. The value of extra tokens will be deducted from your Workfare check.**
  - **If you are terminated from the program, you cannot reapply for a minimum of two (2) years. If you disagree with the decision to terminate, you have the right to appeal the decision.**

I have read the above Workfare Employee termination regulations and agree to the terms which they contain. I understand that if any of the above regulations are broken I will be terminated for the length of time specified.

---

DATE

---

CLIENT SIGNATURE

# WORKFARE EMPLOYERS APPLICATION

Date: \_\_\_\_\_

## Organization Information

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Type of Business: (Circle One) For Profit Not-For-Profit Gov't Agency

## Position Information

Type of Work: \_\_\_\_\_

Number of Positions Available: \_\_\_\_\_

Duties of the Position(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Hours: \_\_\_\_\_ to \_\_\_\_\_ Work Days: \_\_\_\_\_

Is a physical examination or other type of test required? \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

What skills are needed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any other requirements? \_\_\_\_\_

## General Information

Is there public transportation to your organization's address? \_\_\_\_\_ What bus #? \_\_\_\_\_

How did you learn about the Workfare Program? \_\_\_\_\_

Comments or Questions: \_\_\_\_\_

\_\_\_\_\_

Return to: Capital Township General Assistance OR  
901 S. 11<sup>th</sup> Street  
Springfield, IL 62703

Fax to: 217-525-0056