

**CHAMPAIGN COUNTY PROBATION AND COURT SERVICES  
PUBLIC SERVICE WORK REFERRAL TIME SHEET**

**Public Service Work Must Be Completed Through a Licensed 501(c)(3) Non-Profit Organization.**

Nicki Roelfs, PSW Coordinator  
Champaign County Probation & Court Services  
101 E. Main Street  
Urbana, IL 61801  
(217) 384-3753 [nroelfs@champaigncountyil.gov](mailto:nroelfs@champaigncountyil.gov)

\_\_\_\_\_  
**501(C)(3) NON-PROFIT AGENCY NAME**

\_\_\_\_\_  
**AGENCY ADDRESS**

\_\_\_\_\_  
**TOTAL HOURS ORDERED**

\_\_\_\_\_  
**CLIENT'S NAME / CLIENT'S PHONE NUMBER**

\_\_\_\_\_  
**COMPLETION DATE**

\_\_\_\_\_  
**CLIENT'S CASE NUMBER**

**PLEASE COMPLETE THE FOLLOWING INFORMATION FOR EACH DAY WORKED:**

<b>DATE</b>	<b>HOURS WORKED</b>	<b>DESCRIPTION OF JOB</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>CLIENT'S INITIALS</b>

Please note any unexcused absences or disciplinary problems:

\_\_\_\_\_  
To be completed by Supervisor upon successful completion of Public Service Work:

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TOTAL HOURS COMPLETED**

\_\_\_\_\_  
**SUPERVISOR'S PRINTED NAME**

\_\_\_\_\_  
**SUPERVISOR'S TELEPHONE NUMBER(S)**

\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE**