



Alternative Community Service Information and Contacts

Please read the paperwork you were given during your appointment with Central Intake. You must have a Letter of Introduction and picture I.D. when you report to your assigned worksite.

Please note your due date and monthly hour requirement. You cannot perform hours past your scheduled due date.

Walk-In hours are from 7:00 a.m. – 12:00 p.m. Monday to Friday. You must call or e-mail your assigned officer to schedule an appointment after walk-in hours.

Worksites are not allowed to give you proof of completing your hours. Please contact your officer if you need proof.

Worksites automatically submit hours to the ACS officers. Once you confirm completion of all hours with your worksite, you do not need to contact the ACS officer.

Allow seven days after your final workday for your attendance to be submitted to your officer.

If you are injured at a worksite, please notify the site supervisor and contact your assigned ACS officer. In the event of a life-threatening emergency, contact 911 and then contact the site supervisor and ACS officer.