



# THE SOURCE

March 2009

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## Free Tax Preparation Brings In The Money!



**P**eople everywhere have heard about the free income tax preparation offered at The SOURCE as one of seventeen Volunteer Income Tax Assistance (VITA) sites in Grand Rapids.

So far this season, over \$336,000 has been refunded to families and individuals that have had their taxes filed by our certified volunteers. And the good news is that we'll continue to file tax returns until mid-April!

*Don't put off filing your taxes any longer!*

**Call The SOURCE today to make your appointment before time runs out! 452-5295**

Many appointments are still available, but openings fill quickly! Our thorough and hard-working volunteers are available Monday evenings from 6 - 9 p.m. and Saturday mornings from 9 a.m. to noon by appointment only.

If for any reason it is not convenient for you to come to The SOURCE, pick up your phone and

call 211 (or 459-2255 if using a cell phone) and ask for a complete list of all 17 free Tax Preparation sites in Grand Rapids to find an opening that fits your schedule.



## Catching on to Computers I and II



**M**any employees need to use computers at work or at home, but they are unsure of their skills or are intimidated by the technology. If you are one of those employees, then catching on to computers is for you!

Catching on to Computers level I class will help you feel more comfortable with basic computer use, and will give you the confidence to use the internet and create basic documents.

If you already have some experience with computers, but would like to learn more about Microsoft Word, then the level II class is for you. Participants will learn how to insert pictures, create lists, make columns, draw tables and more. Classes are free and open to the community.

**Call The SOURCE today to enroll at 452-5295**

### Upcoming computer classes:

Level I April 7<sup>th</sup>, 9<sup>th</sup>, 14<sup>th</sup> and 16<sup>th</sup> from 9 -11 am

Level II April 21<sup>st</sup>, 23<sup>rd</sup>, 28<sup>th</sup> and 30<sup>th</sup> from 3 -5 pm

### What is The SOURCE?

The SOURCE is a not-for-profit employee support organization designed to help employees keep their jobs, receive training to enhance their employment, and help employees move into better positions within or across companies. The SOURCE works with employees from:

- American Seating Co.
- Butterball Farms, Inc.
- Cascade Fresh Cleaning Co.
- The Decc Co.
- Grand Rapids Foam Technologies
- GR Spring & Stamping
- Imperial CRS, Inc.
- Michigan Family Resources
- Oliver Products
- Pridgeon & Clay
- Richwood Industries
- Ridgeview Industries
- Spectrum Industries
- TAS Solutions
- TrimQuest
- Vi-Chem Corp.
- Wolverine Coil Spring

Our location is:

**1409 Buchanan Ave. SW Grand Rapids, MI 49507**

Please call us at 452-5295 for more information or feel free to stop by the office at any time. Our office is open 8am to 5pm Monday through Friday, but special arrangements may be made for after hour appointments.

[www.grsource.org](http://www.grsource.org)

Email: [info@grsource.org](mailto:info@grsource.org)

## Relay for Life



The American Cancer Society Relay for Life event is scheduled for May 29-30 at Ah-Nab-Awen Park. American Seating, Butterball Farms, Spectrum Industries, The SOURCE and Vi-Chem are all joining together to participate as one team. If other employees would like to participate, please contact Joyce Lewis at The SOURCE. We will need volunteers to walk, run games, make posters, and help with fundraising. Last year we raised \$1600 and had a fun time!

**You can reach Joyce at 452-5295.**

## Attention Wellness Program Participants

If your company participates in the Commit to Be Fit wellness program, please read the following tips in how to maximize your success by complying with these guidelines.

- You must have a physical examination every year and submit proof accordingly. It is recommended that you schedule an exam with a doctor as soon as you can. Some doctor's offices may have extended wait times (several months) for routine physical exams. If you do not have a physician, please see your Human Resources department for a list of participating providers through your health plan.
- You must complete a Health Risk Appraisal (HRA) every year and submit proof of completion accordingly.
- Failure to submit your proof of physical and/or HRA by your company deadline could result in the loss of your bonus and/or benefit incentive.
- In order to qualify for the Exercise and/or Tobacco bonus, you **MUST** submit the exercise log to Human Resources by the deadline date (the 10<sup>th</sup> day of the month after the quarter ends).
- Exercise logs must have the exercise activity and the amount of time exercised. Qualified exercise sessions must be from the approved exercise activity list and last for at least 30 minutes. You must also exercise the appropriate number of times per week for the entire 12 week quarter.
- Even if you do not meet the exercise goal, you should still submit the signed log (if you have not used tobacco in the last month of the quarter) so you may receive the Tobacco bonus.
- If you miss your screening, you must reschedule a makeup before the quarter ends; otherwise, you will not be eligible for ANY bonuses that quarter. Call The SOURCE at 452-5295 to schedule a makeup screening.
- Don't give up if you do not receive a particular bonus. Lifestyle changes take time, but we're here to help you along the way!

\* Please keep in mind that some companies have alternate guidelines from the standard wellness program. Please check with your HR department to confirm your company's requirements.



### Prevent Food Contamination

The recent scare surrounding salmonella in peanut butter highlights the fact that much of our food comes from a single source. Nearly 200 products such as cookies and crackers were pulled from shelves in shopping markets across the nation.

It takes a little digging to know exactly where each item you eat originated and it's nearly impossible to always guarantee that what you're eating is safe. If you're concerned about the safety of your food, here are a few tips that can help ease your mind in the kitchen, the cafeteria, and while dining out:

- The U.S. Food & Drug Administration (FDA) regularly updates its list of items that have been recalled in the last 60 days. To see if something in your pantry is impacted, visit [www.fda.gov](http://www.fda.gov) and click on "Recalls & Safety Alerts" in the right column.
- The Kent County Health Department inspects Kent County's 1,800 restaurants two times each year to make sure that the kitchen is well-suited for food preparation and that staff are using safe food-handling practices. Visit [www.accesskent.com/health/healthdepartment](http://www.accesskent.com/health/healthdepartment) and click on "Food Safety Services" and "Restaurant Inspection Reports" to see how your favorite establishments have fared.

- Practice lunchbox safety! Invest in an insulated lunch box or use double paper bags, and store food items in a refrigerator at school or work when possible. If refrigeration is not available, include an ice pack with perishable foods (such as hard-boiled eggs, milk, yogurt, cheese or a sandwich with meat, fish, or poultry). A frozen individual juice box can help serve as a cold pack.

- When cooking at home, wash hands often, and do not cross-contaminate by using the same surface to prepare perishable and non-perishable raw foods. Make sure that that leftovers are not left out for a long period of time. For more information on acceptable refrigerator temperatures, food safety at home and when dining out, and how to report an illness as a result of food consumption, visit [www.foodsafety.gov](http://www.foodsafety.gov)

Dig in!

Source: Kent County Health Department.  
Health Notes: February 2009.