



**Community Development Institute  
Head Start**

2019 JUL 23 AM 8:09

Serving Milwaukee County, WI  
PO Box 342026  
Milwaukee, WI 53234

June 24, 2019

**Re: Notification of Layoff**

To Whom It May Concern,

Community Development Institute Head Start ("CDI HS") provides interim operation of Head Start programs at the direction of the Office of Head Start.

CDI HS Serving Milwaukee County, WI was assigned as the short-term interim operator of the Milwaukee County, WI Head Start program. CDI HS's interim management of the program allowed for services to Head Start children and families at a time when the local grantee could no longer operate the program.

During this interim period, a process was put in place by the Office of Head Start to identify a replacement grantee for this service area. CDI HS has been advised that a replacement grantee has been awarded a grant by the Regional Office of the Office of Head Start to provide Head Start services in the Milwaukee County, WI area. On September 1, 2019, the administration of the program will be the responsibility of the replacement grantee and no longer the responsibility of CDI HS.

As a result of the expected termination of its interim management services provided by CDI HS, CDI HS plans to lay off 74 employees effective August 31, 2019 or within the fourteen (14) day period beginning on that date. These layoffs will occur at the following location:

<u>Name of Work Site</u>	<u>Address of Work Site</u>
<u>Administration Building &amp; Early Head Start (Annex)</u>	648 South 37th Street, Milwaukee, WI 53215
<u>CDI Head Start - Jo's</u>	3027 W Greenfield Ave ,Milwaukee, WI 53215
<u>CDI Head Start - South</u>	239 West Washington Street, Milwaukee, WI 53204
<u>Family Resource Center - Murguia - Admin Office</u>	1659 South 36th Street, Milwaukee, WI 53215
<u>Murguia Head Start Center</u>	1645 South 36th Street ,Milwaukee, WI 53215

This action is expected to be permanent and the locations associated with the program will no longer be operated by CDI HS. Affected employees and classifications of each employee are included in the attached Exhibit A.

This announcement and the above timetable are based on the best information currently available to CDI HS. Various factors outside of CDI HS's control may affect these plans and the timing of employee separations, and you will be informed of any changes as additional information becomes available.

CDI HS will work closely with the replacement grantee so that there will be limited disruption to the services provided to children and families. We will continue to be in communication with you and with staff, if more information is known.

Inquiries regarding the ending of CDI HS's interim management can be directed to Administration for Children and Families Office of Public Affairs at (202) 401-9215.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jayne Garcia', with a long horizontal flourish extending to the right.

Jayne Garcia  
Site Manager CDI HS Serving Milwaukee, Wisconsin  
and on behalf of the CDI HS Board of Directors



