



Serving Ohio/Indiana/Iowa

PO Box 156

27758 Lemoyne Rd. Millbury, OH 43447

(419) 500-0224

September 10, 2020

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 Ohio/Indiana/Iowa was assigned as the short-term interim operator of the Multi State Migrant Seasonal Head Start program in Ohio, Indiana, and Iowa. There is no union at this program. No bumping rights exist. 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 Migrant Seasonal Head Start services in the state of Ohio. On November 1, 2020, the administration of the program in Ohio 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 113 employees effective October 31, 2020 or within the fourteen (14) day period beginning on that date. These layoffs will occur at the following locations:

<u>Name of Work Site</u>	<u>Address of Work Site</u>	<u>Number of Affected Employees</u>
Admin Building	27758 Lemoyne Road Millbury, OH 43447	19
Fremont Center	1499 N River Road Fremont, OH 43420	13
Hartville Center	61 Hartville Road North Hartville, OH 44632	4
Helena Center	474 Maple Street Helena, OH 43435	7
Napoleon Center	910 3 rd Street Napoleon, OH 43545	8
New Carlisle Center	476 N Dayton Lakeville Road New Carlisle, OH 45344	24
Shiloh Center	26 Mechanic Street Shiloh, OH 44878	38

This action is expected to be permanent and the locations associated with the program listed above will no longer be operated by CDI HS. The names of the employees to be laid off and their respective job titles are attached to this letter.

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. Letters were sent to all affected staff members by US Mail on August 25, 2020.

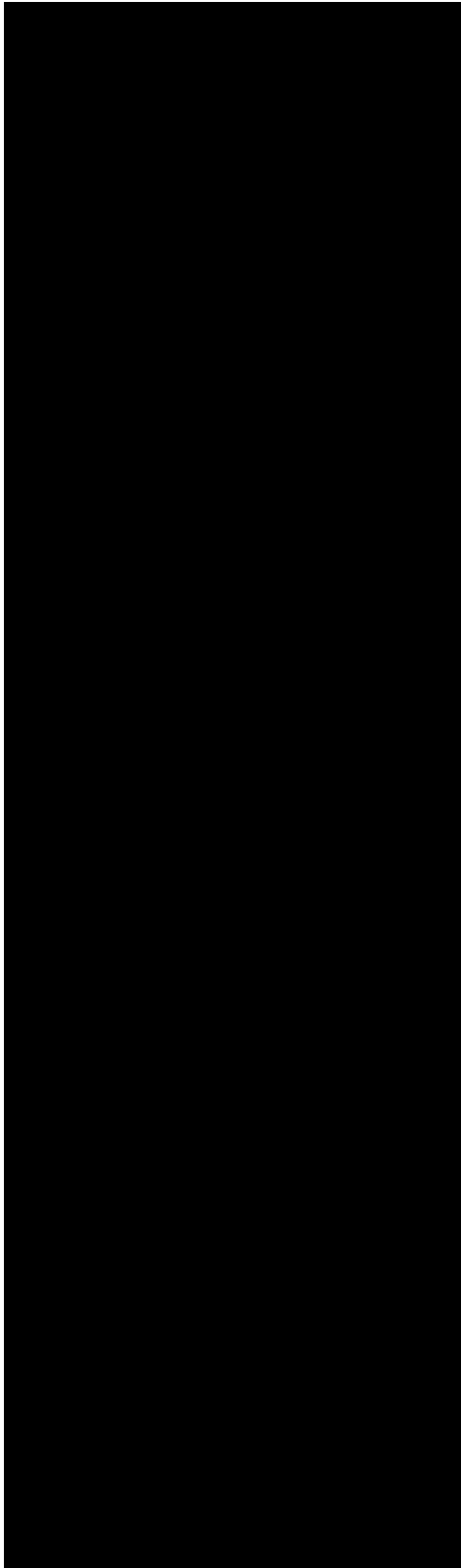
Our Federal Identification Number is [REDACTED].

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. For purposes of providing rapid response services, you can contact the site manager, Paul Valdez at (509) 945-4944.

A handwritten signature in blue ink that reads "Paul Valdez". The signature is written in a cursive style and is positioned above the typed name and title.

Paul Valdez
Site Manager CDI HS Serving Ohio/Indiana/Iowa
and on behalf of the CDI HS Board of Directors

List of Affected Employees

First Name	Last Name	Job Title Description
		Administrative Assistant-Payroll
		Assistant Cook
		Assistant Cook
		Assistant Cook
		Assistant Cook
		Assistant Cook
		Assistant Cook
		Assistant Cook
		Assistant Cook
		Assistant Cook
		Assistant Teacher
		Assistant Teacher
		Assistant Teacher
		Assistant Teacher
		Assistant Teacher
		Assistant Teacher
		Assistant Teacher
		Assistant Teacher
		Assistant Teacher
		Bus Driver
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
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		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		Bus Driver/Custodian
		CACFP Data Clerk
		CACFP Fiscal AP
		Center Supervisor
		Center Supervisor
		Center Supervisor
		Center Supervisor
Center Supervisor		
Center Supervisor		
Child Development Specialist		
Child Development Specialist		
Child Development Specialist		
Child Development Specialist		
Child Development Specialist		
Child Development Specialist		
Cook		
Cook		
Cook		
Cook		
Disabilities Services/Mental Health Coord		

