



Serving Northwest Wisconsin
PO Box 432
Ladysmith, WI 54848
Phone: (715) 415-9197

June 30, 2023

Re: Notification of Layoff

To Whom It May Concern,

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

CDI HS Serving Northwest Wisconsin was assigned as the short-term interim operator of the Northwest Wisconsin Head Start and Early Head Start-CCP programs. There is no union at these programs. No bumping rights exist. CDI HS's interim management of the programs allowed for services to Head Start and Early Head Start-CCP children and families at a time when the local recipient 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 recipient for this service area. CDI HS has been advised that a replacement recipient has been awarded a grant by the Regional Office of the Office of Head Start to provide Head Start/Early Head Start-CCP services in the Northwest Wisconsin area. On September 1, 2023, the administration of the program will be the responsibility of the replacement recipient 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 48 employees effective August 31, 2023 or within the fourteen (14) day period beginning on that date. These layoffs will occur at the following locations:

Name of Work Site	Address of Work Site	County	# of Affected Employees at Site
Admin Office	312 West 9 th Street North, Ste. 3 Ladysmith, WI 54848	Rusk	5
Flambeau Head Start	N4540 County Road I Tony, WI 54563	Rusk	0
Hayward Head Start	10814 Beal Avenue Hayward, WI 54843	Sawyer	6
Ladysmith Head Start	313 E 11 th Street South Ladysmith, WI 54848	Rusk	9
Ladysmith Jack & Jill 4K Head Start	115 E 6 th Street South Ladysmith, WI 54848	Rusk	0
Medford Head Start	624 College Street Medford, WI 54451	Taylor	5

Mina Copeland Head Start	25182 WI-35 Siren, WI 54872	Burnett	6
Northwood Pinecone Head Start	N14463 US 53 Minong, WI 54859	Washburn	2
Washburn Head Start	851 Northland Drive Spooner, WI 54801	Washburn	8
Dorchester Head Start	134 N 4 th Street Dorchester, WI 54425	Clark	7
Neillsville Head Start	504 E 5 th Street Neillsville, WI 54456	Clark	0

This action is expected to be permanent, and the locations associated with the program will no longer be operated by CDI HS. The number of employees by job title are attached to this letter in Exhibit A. Letters were sent to all affected staff members by US Mail on June 26, 2023.

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 recipient 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.

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, Gia Lawe, at (203) 841-8804.

Warm Regards,

Gia Lawe

Gia Lawe
Site Manager CDI HS Serving Northwest Wisconsin
and on behalf of the CDI HS Board of Directors

EXHIBIT A
List of Affected Job Titles

Job Title Description	
Administrative Assistant-Fiscal	1
Assistant Teacher	9
Bus Driver	4
Center Supervisor	3
Child Development Specialist	1
Cook	4
Data Clerk	1
Disabilities Svcs/Mental Health Specialist	1
Education Services Manager	1
ERSEA/PFCE Manager	1
Facilities Specialist	1
Facilities/Transportation Manager	1
Family Advocate	4
Health Manager	1
HR Specialist	1
Nutrition/CACFP Coordinator	1
Program Aide/Bus Monitor	3
Program Director	1
Teacher Preschool	9
Total	48