
Serving Wayne County, IN**PO Box 7****Richmond, IN 47375****Phone: (765) 966-7733****July 31, 2025**

Re: Notification of Layoff

To Whom It May Concern,

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

CDI HS Serving Wayne County, IN, was assigned as the short-term interim operator of the Wayne County, IN, Head Start/Early Head Start program. 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/Early Head Start 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 services in the Wayne County, IN, area. On October 1, 2025, 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 65 employees effective September 30, 2025, 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	NUMBER OF AFFECTED EMPLOYEES
Admin Office	1845 W Main Street Richmond, IN 47374	19
CDI Early Head Start	1900 South L Street Richmond, IN 47374	11
Centerville Head Start	4015 National Road West Richmond, IN 47374	3
Hagerstown Head Start	629 East Main Street Hagerstown, IN 47346	3
Mapleton Head Start	1322 NE 5 th Street Richmond, IN 47374	11
Sadia Head Start	904 N 13 th Street Richmond, IN 47374	3
Townsend Head Start	855 N 12 th Street Richmond, IN 47374	15

This action is expected to be permanent, and the location associated with the program will no longer be operated by CDI HS. A listing of the job titles of the employees affected is 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 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. Letters were sent to all affected staff members by US Mail on July 24, 2025.

Our Federal Identification Number is 84-1548541.

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, Richard Langford, at (419) 309-1737.

Warm Regards,

A handwritten signature in cursive script that reads "Richard Langford".

Richard Langford, Site Manager
CDI HS Serving Wayne County, IN

JOB TITLES OF AFFECTED EMPLOYEES

JOB TITLE	NUMBER OF EMPLOYEES
Administrative Assistant – Fiscal	1
Assistant Teacher	11
Bus Driver/Custodian	7
Bus Monitor	1
CACFP Data Clerk	1
Center Supervisor	3
Center Supervisor/Lead Teacher	3
Education/Disabilities/Mental Health Manager	1
Facilities/Transportation Manager	1
Family Advocate	5
Health Specialist	1
Health/Nutrition Manager	1
Home Visitor	2
HR Specialist	1
Mentor Coach	1
PFCE/ERSEA Manager	1
Program Aide	3
Program Aide/Bus Monitor	4
Program Director	1
Teacher Infant/Toddler	6
Teacher 2 Infant/Toddler	2
Teacher Preschool	8
TOTAL	65