

Memo

To: Career Centers
Refugee Partners Providing Career Advancement Program Services

From: SFW Adult Programs

Date: September 6, 2007

Re: Open Enrollment BG5-Transitional Childcare
CDS Staff Schedule

The purpose of this memo is to advise the Partners of the open enrollment of Transitional Childcare and to provide the schedule for Child Development Services (CDS) staff in the Career Centers.

Carol City Career Center	Tuesday 8:00AM to 5:00PM
Miami Downtown Career Center	Wednesday 8:00AM to 5:00PM
Northside Career Center	Tuesday & Thursday 8:00AM to 5:00 PM
Perrine Career Center	Tuesday – 8:00 to 12:00 PM or 12:00PM to 5:00PM ?
Homestead Career Center	Tuesday 1:00PM – 5:00PM ?
West Dade Career Center	?

Career Centers that do not have CDS staff assigned must schedule appointments to the nearest CDS Eligibility office to their location using the attached map. Those career centers that have CDS staff assigned to them may also utilize the CDS Eligibility Services offices to schedule appointments.

Child Development Services has agreed to schedule appointments within five (5) working days from the date of the request and they will also provide a daily follow-up on all appointments using the attached form.