

Current Date:

Fiscal Year:

Summary Request for Voluntary Temporary Interagency Transfer of Funds

Field Services Division Consultant, Early Education Division (EED)

Fiscal Analyst, Early Education and Nutrition Fiscal Services (EENFS)

California Department of Education 1430 N Street, Suite 3410 and Suite 2213
Sacramento, CA 95814

Dear

For the voluntary temporary transfer of funds between California Department of Education (CDE) contractors, I am writing you on behalf of:

Releasing Contractor Agency Name

and

Accepting Contractor Agency Name

to summarize their mutual, voluntary, temporary agreement to request a temporary transfer of funds between their respective contracts.

Contract Type

County

Transfer From		Transfer To	
Contracting Agency Name	<input type="text"/>	Contracting Agency Name	<input type="text"/>
Original Maximum Reimbursable Amount (MRA)	<input type="text"/>	Original Maximum Reimbursable Amount (MRA)	<input type="text"/>
Contract Number	<input type="text"/>	Contract Number	<input type="text"/>
Amount to Deduct (-)	<input type="text"/>	Amount to Add (+)	<input type="text"/>
Temporary Transfer Adjusted Contract MRA	<input type="text"/>	Temporary Transfer Adjusted Contract MRA	<input type="text"/>

Both contracting Agencies agree:

- This transfer of contract funds is voluntary and temporary.
- Subsequent fiscal year contracts will revert to their original MRA amounts, with any applicable Cost of Living Adjustment (COLA) or other adjustments applied, subject to continued funding appropriated in the annual Budget Act.
- CDE may require fiscal information and documentation to make a final determination regarding this request.
- The Contract Reimbursement Rate in place for each agency will not change during the fiscal year.
- All contracts may be subject to the Early Education and Nutrition Fiscal Services annual contract review process.
- All parties understand these funds may never be placed in a reserve fund; they must be used to pay for child days of enrollment.
- All transferred funds must be fully expended by June 30 of the fiscal year.

If you have questions or need additional information about our combined request, please contact me:

Full Name of LPC Designee at

LPC Designee Phone Number or

LPC Designee Email

Thank you for helping our county serve more eligible young children and their families.

Sincerely,

LPC Designee

cc: EED Field Services Consultant

EENFS Fiscal Analyst

Corey Khan, Early Education and Nutrition Fiscal Services Staff Manager
Encl: Contractor Letters, Contract Face Sheets