

**CALIFORNIA DEPARTMENT OF EDUCATION  
GENERAL CHILD CARE AND DEVELOPMENT (CCTR) -  
CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) TRANSFER  
REQUEST CDFS2759M15-16 Pg. 1 of 3 (04/16)**

Vendor #

Date

**Mail completed request to:**

Program Consultant,

Early Education and Support Division  
California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814-5901

**Subject: Request to Transfer Funds for the Current Fiscal Year (FY)**

Dear

On behalf of

I am writing to request a transfer of funds between our current year General Child Care and Development (CCTR) contract, and our California State Preschool Program (CSPP) contract. We have compared our current contract maximum reimbursable amounts (MRAs) with our projected earnings and request the following revised contract MRAs to more closely align with our projected needs:

**TRANSFER FROM CONTRACT:**

Beginning MRA	
Transfer From Amount	
Revised MRA	

**TRANSFER TO CONTRACT:**

Beginning MRA	
Transfer To Amount	
Revised MRA	

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REQUEST CDFS2759M15-16 Pg. 2 of 3 (04/16)**

I recognize this transfer has no effect on the contract MRAs for next year and will only affect our current year contracts. I also recognize this is our final opportunity to transfer funds between our 2015–16 CCTR and CSPP contracts. Additionally, I understand the CDE will review this request, and in doing so, may require additional information from my agency.

If you have questions or need additional information about this transfer, please contact  
by phone at or by email at

Thank you for your assistance.

Sincerely,

(Original Signature Required)

Contractor Representative

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Instructions for Completing the May CCTR and CSPP Transfer Letters

The following instructions provide direction to California Department of Education child development contractors to request a transfer of funds between their General Child Care and Development (CCTR) and California State Preschool Program (CSPP) contracts.

- The transfer period is May 1–15, 2016
- Requests will be made using standardized letters found on the CDNFS web page at <http://www.cde.ca.gov/fg/aa/cd/cdfsforms15.asp>.
- Transfer request letters will be submitted directly to the contractor's Early Education and Support Division (EESD) Field Services Consultant.
- EESD may require a Program Narrative Change form that describes any changes to the number of sites operated by the agency, any changes to the age-groupings of children served by the agency, and/or any significant changes in the configuration of full-day vs. part-day services.

The Transfer Letter contains unique fields that each contractor must complete. These fields are outlined in red.

During the May transfer period, agencies may only request a transfer of funds between their CCTR and CSPP contracts for the current fiscal year. Child Development Nutrition Fiscal Services (CDNFS) will not process any transfer requests for FY 2016–17 during this time. Any agency who requests a transfer for their FY 2016–17 contracts will be denied and will be prompted to request this transfer during the January 2017 transfer period.

If you have any questions regarding your request to transfer funds, please contact your assigned CDNFS fiscal analyst. A list of fiscal analyst assignments can be found on the CDE web site at <http://www.cde.ca.gov/fg/aa/cd/faad.asp>.