

**CALIFORNIA DEPARTMENT OF EDUCATION
GENERAL CHILD CARE AND DEVELOPMENT (CCTR) -
CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) TRANSFER
REQUEST CDFS2759J15-16 Pg. 1 of 4 (12/15)**

County Number

Vendor Number

Date

Mail completed request to:

Program Consultant,

Early Education and Support Division
Funding and Agency Support Unit
CSPP-CCTR and Voluntary and Temporary Transfer Request Coordinator
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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I am a Local Education Agency (LEA) or Community College District (CCD)
and understand that this transfer will be permanent.

I am a Non-LEA and would also like to request these revised MRAs for my FY 2016–17 CCTR
and CSPP contracts.

I am a Non-LEA and would like this request to be effective for my current year contracts only.

**If you are a Non-LEA and wish to request different MRAs for FY 2016–17, you
must complete and submit Transfer Request Letter CDFS2759J16-17 to the
Early Education and Support Division, Funding and Agency Support Unit.**

This is the first of two opportunities for Non-LEAs to transfer funds for the current
FY 2015–16 CCTR and CSPP contracts. The CDE will review this request, and in
doing so, may require additional information from contractor.

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 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 January 1–15, 2016

Requests will be made using standardized letters found on the CDFS web page at <http://www.cde.ca.gov/fg/aa/cd/cdfsforms15.asp>.

Transfer request letters will be submitted directly to Early Education and Support Division Funding and Agency Support Unit CSPP-CCTR and Voluntary and Temporary Transfer Request Coordinator

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**.

Please note January 1–15, 2016, is the only opportunity for Non-LEAs to request a transfer for 2016–17 contracts. Non-LEAs will not be able to request a transfer for 16–17 during the May 1–15, 2016 transfer period. During the May transfer period, contractors will be able to request a transfer of funds for their 2015–16 contracts only.

If you are a Non-LEA and would like to request a transfer of funds for your 2015–16 CCTR and CSPP contracts, complete and submit the letter titled, “January Transfer - 2015–16.” If you would like this transfer to be effective for 2015–16 only, check the appropriate box on page two.

During this transfer period, Non-LEAs have two options to establish their contract Maximum Reimbursable Amounts (MRA) for 2016–17:

If you would also like the revised contract amounts you indicated on the “January Transfer - 2015–16” letter to be effective for your 2016–17 contracts, check the appropriate box on page two; if you check this box, you are not required to submit the “January Transfer - 2016–17” letter to EESD.

If you are a Non-LEA and would like to establish different MRAs for your 2016–17 contracts, you must complete the Transfer Request Letter, CDFS2759J16–17.

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Acceptance or Denial of Transfer Requests

CDFS will generally approve all CCTR to CSPP transfer requests; however, in some instances CDFS may deny the request or may modify the request. In the event CDFS denies or modifies a requested transfer, the agency's assigned CDFS fiscal analyst will contact the agency representative to notify him or her of the action and the reason for the action.

Questions about Transfer Request Instructions

If you have any questions regarding your request to transfer funds, please contact your assigned CDFS 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>.