

January 1–15 Transfer Request Letter
2016–17 Transfer

**CALIFORNIA DEPARTMENT OF EDUCATION
GENERAL CHILD CARE AND DEVELOPMENT (CCTR) -
CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) TRANSFER
REQUEST CDFS2759J16-17 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 Fiscal Year 2016–17 Contracts

Dear

On behalf of

I am writing to request a transfer of funds between our General Child Care and Development (CCTR) contract, and our California State Preschool Program (CSPP) contract for fiscal year (FY) 2016–17. We anticipate a change in demand for the upcoming year and need to make appropriate adjustments to our contract maximum reimbursable amounts (MRAs). With this in mind, I would like to request the following revision to our FY 2016–17 contracts:

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 CDFS2759J16-17 Pg. 2 of 4 (12/15)**

I recognize this transfer has no effect on the contract MRAs for FY 2015–16 and will only affect next year's 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 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 to request a transfer for 2016–17 contracts. Contractors will not be able to request a transfer for 2016–17 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 your agency would like to request a transfer of funds for its 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, contractors 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 would like to establish different MRAs for your agency’s 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>.