

May 1 -15 Transfer Request Letter 2018 -19 Instructions

CALIFORNIA DEPARTMENT OF EDUCATION GENERAL CHILD CARE AND DEVELOPMENT (CCTR) - CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) TRANSFER REQUEST

CDNFS2759M18-19 Instructions (04/19)

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, 2019

Requests will be made using standardized letters found on the CDNFS web page at <http://www.cde.ca.gov/fg/aa/cd/cdnfsforms18.asp>

Transfer request letters will be submitted directly to the contractor's Child Development and Nutrition Services (CDNFS) Fiscal Analyst.

The Early Education and Support Division 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 2019 -20 during this time. Any agency who requests a transfer for their FY 2019 -20 contracts will be denied and will be prompted to request this transfer during the January 2020 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 <https://www.cde.ca.gov/fg/aa/cd/faad.asp>