

SACRAMENTO COUNTY LOCAL CHILD CARE & DEVELOPMENT PLANNING COUNCIL

STATE CONTRACTOR FORUM

Sacramento County Office of Education
10474 Mather Boulevard, Sacramento, CA 95655
Mather Room

December 15, 2009
12:30 – 2:30 pm
(Lunch will be served 12:00 – 12:30 pm)

AGENDA

1. Welcome and Introductions (10 min)
Alix Hall, Council Vice-Chair
2. Introduction to the Planning Council (20 min)
Marianne Knoy, Council Coordinator
 - Council Goals and Activities
 - Council Oversight
 - Sacramento Comprehensive Approaches to Raising Educational Standards (CARES)
 - State Contract Funding Priorities
3. Management Bulletin 09-07 –
Voluntary Temporary Transfer of State Contract Funds (80 min)
Alix Hall, Council Vice-Chair
 - History and Legislative Directive
 - Review Management Bulletin and Draft Documents
 - Small Group Activity
 - Q&A – Alice Trathen, Child Development Consultant
Stephen Propheter, Fiscal Analyst
California Department of Education, Child Development Division
4. Closing Remarks and Next Steps (10 min)
Alix Hall, Council Vice Chair
Marianne Knoy, Council Coordinator

State Contractors Forum

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Sacramento County Local Child Care & Development Planning Council 

Forum Goals

- Provide an overview of and update on Council activities and program oversight
- Discuss requirements and implementation of Management Bulletin 09-07, Voluntary Temporary Transfer of Contract Funds (VTT)
- Collect comments and input from state contract program representatives
- Identify next steps for the implementation of VTT

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Three Main Functions of the Council

- Advisory Body to:
 - Board of Supervisors
 - County Superintendent of Education / Board of Education
- Advocate for Strategic Plan Elements
- Community Planning

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Advisory Capacity

- Board of Supervisors Legislative Platform
 - Sacramento Children's Coalition proposal to address child care (2008)
- Need for child care in developing areas
 - City and County Plans
 - Sacramento Rail Yard Development

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Advocacy Functions

- Identify Community Needs
- Promote Community solutions and Collaborations
- Public education
- Community Forums

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Community Planning

- Needs Assessments
- Priorities Development
- Five Year Child Care Plan
- Early Care & Education Workforce Development

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Sacramento CARES

Comprehensive Approaches to Raising Educational Standards

- 2008/09 Year:
 - Countywide
 - 442 stipends awarded = \$664,400
 - State Funded Programs
 - 259 stipends = \$457,172
- Professional Development Opportunities
- Policy and appeals oversight

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Sacramento CARES Survey

- Conducted May 30 – July 15 by questioning current and past CARES participants.
 - 45.4% state funded child care programs
 - 28.9% state funded preschool programs
 - 14% earned Site Supervisor Permit (45)
 - 10.5% completed AA degrees (33)
 - 31 completed BA, MA or working on post graduate degree

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State Contract Funding Priorities

- Legislative Mandate
 - California Education Code 8499.3 – 8499.5
- Methodology
- Data Sources
 - California Department of Education, Child Development Division
 - Local Programs
- Process / Timeline

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Break

- Stand
- Stretch
- Breathe!



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State Contract Funds Analysis

An analysis of the amount of funds budgeted for services and the amount of funds earned by the existing pool of CDE Contractors did not conform, indicating a substantial amount of unspent funds returning to state coffers.

Percentage of Unspent Funds Returned to State (Overall CA)

	FY 2004-05	FY 2007-08
Preschool Programs	14%	17%
General Child Development	11%	10%
Migrant Care	23%	13%
Alternative Payment Programs	9%	4%
Latchkey Programs	14%	14%

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Background

- 2008 – State Legislature directs California Department of Education to develop a proposal to ensure full expenditure of appropriated funds
- Two sources for unspent Child Care Funding
 - Unearned Balances
 - Unallocated Balances
- The Goals of the California Department of Education
 - To utilize all available funds.
 - Provide maximum amount of services to eligible children and families.

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Three Strategies

- **Strategy One:** Transfer of Dollars between General Child Care and Development (CCTR) Contracts and California State Preschool (CSPP) Contracts in order to maximize contract earnings
- **Strategy Two:** Assigning Permanent Contracts When Funds are Returned
- **Strategy Three:** Voluntary Temporary Transfer of Direct Services Contract Funds (VTT)

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Education Code Section 8275.5

- EC 8275.5 allows the CDE to **temporarily** transfer like-contract funds between **mutually agreeing** contractors for the balance of the fiscal year.

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Management Bulletin 09-07

- Identified Local Planning Councils (LPC) as the Agency to Facilitate this Voluntary Process
*Under EC 8499.5, LPCs are required to:
Conduct periodic reviews of programs funded by CDE to determine if LPC identified priorities are met.*
- The LPC acts as a facilitator to maximize fiscal resources and services within their county

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Voluntary Temporary Transfer of CDD Contract Funds

- **Voluntary Temporary Transfer (VTT)** of Direct Services Contract Funds
- Self-identify a willingness to participate in the process.
- Intent is to fully utilize CDD contract funds to serve eligible children within the county.
- Transferred funds may not be placed in a reserve account.

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Voluntary Temporary Transfer of CDD Contract Funds (continued)

- All contract types are eligible for the voluntary transfer process, except CalWORKS Stage 2 and Stage 3
- Voluntary transfer of funds can only be between the same contract type, or in some cases, between CSPP and CCTR
- Contractors' spending must be in line with service earnings

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Voluntary Temporary Transfer of CDD Contract Funds (continued)

- In order to receive funds, a contractor must be able to expend the funds:
 - Within the current fiscal year
 - On child days of enrollment

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Voluntary Temporary Transfer of CDD Contract Funds (continued)

- Contractors have two opportunities to request a transfer of funds:
 - November 1 to 15
 - May 1 to 15
- Agencies requesting fund transfers must submit a request on agency letterhead and signed by the contractor's authorized representative

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Voluntary Temporary Transfer of CDD Contract Funds (continued)

- Letters are forwarded to LPC
- If more requests for funds than available, LPC must consider requesting agencies in priority areas of greatest need
- LPC forwards to CDD
- CDE will approve or deny any requests after careful review by both CDE fiscal staff and CDD field consultants.

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Voluntary Temporary Transfer of CDD Contract Funds (continued)

- This is a temporary transfer of CDD contract funds for the fiscal year only.
- CDD contract funds will return to their previous MRA subject to the Budget Act.
- This process does not exempt the CDE from reducing contract MRAs within the contract review process.

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Small Group Discussion

- Discuss impact of VTT on local programs
 - Identify concerns about VTT process
 - Identify desired components of a transparent review process
1. Spend the next 30 minutes in small groups discussing each of the above items (approximately 10 minutes for each item).
 2. Assign a scribe to record the group discussion
 3. Report out to the entire group.

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Council's Next Steps

1. Draft policies and procedures incorporating input from today's forum
2. Identify responsible party(ies) for the review process
3. Develop timeline for identification and notification of transfer requests
4. Present for public comment
5. Approval by Council

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Participation in the Process

- You are welcome to participate and help shape the development of this process in the following ways:
 - All Council and Committee meetings are open to the public.
 - Members of the public may join and actively participate in Council committees.
 - Submit written comment(s) which will be shared with the appropriate Council committee.

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Contact Information

Council Website: www.sac-lpc.org

Council email: info@sac-lpcl.org

Council Coordinator:

Marianne Kroy (916) 369-3344

marianne.kroy@childaction.org

Mailing Address:

9961 Horn Road
Sacramento, CA 95827

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“Promoting Excellence in Child Care”

COMPOSITION OF COUNCIL MEMBERSHIP

The Council consists of 20 members: ten appointed by the County Superintendent of Education and ten by the Board of Supervisors from the following five member categories:

- Child Care Provider
- Consumer
- Discretionary
- Community Representative
- Public Agency Representative

Each appointing body appoints two members to each category. Members are appointed to a two year term. There are no term limits for these appointments.

Membership Category	Board of Supervisors Appointments Names & Affiliations	Board of Education Appointments Names & Affiliations
Consumers	Sara Fung Community Services Planning Council Erica Taylor Five Star Bank	VACANT VACANT
Child Care Providers	Allyson Kurtz National Human Development Foundation Tracy Tomasky, Council Chair San Juan Unified School District, Early Childhood Education Department	Alix Hall, Council Vice Chair Discovery Tree Schools Tracee Lewis Sacramento Valley Christian Academy
Public Agency Representatives	Mary Breeding Kinder World Child Development Center Nadine Newman Sacramento County Department of Human Assistance	Elizabeth Uda SETA Head Start Laura Lystrup Robla School District
Community Representatives	Caroline Stromberg Washoe Tribe of Nevada & California, Native TANF Program Michael Kurtz, Volt Delta	Anne Kress, American River College Theresa Roberts California State University Sacramento
Board Discretion	Kathleen Tibbals Sacramento City College VACANT	Kayla Olvera Inter-Tribal Council of California Marta Suarez Only Love Children's Center

The Council and staff have collaborated with, and/or are members or participants of the following:

- California Association for the Education of Young Children
- California Child Care Coordinators Association
- Child Action, Inc.
- Child Care Coalition
- Community Services Planning Council
- Early Learning Quality Improvement System Committee Hearings
- Early Learning Quality Improvement System Workforce Subcommittee meetings
- First Five California Commission Legacy Project
- First Five Sacramento Commission
- Professional Association for Childhood Education, Alternative Payment Program
- Sacramento County Office of Education
- Sacramento County Preschool Plan
- Sacramento Enriches

A proud member of the Sacramento County Child Care Coalition



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 9961 Horn Road ♦ Sacramento, California 95827 ♦ 916/369-3344 ♦ www.sac-lpc.org



“Promoting Excellence in Child Care”

The Sacramento County Local Child Care & Development Planning Council (Council) has been actively involved in addressing child care needs in Sacramento County.

Strategic Plan and Policy Recommendations

- The Council published its sixth five-year strategic plan addressing child care supply and demand and relevant policy issues affecting the early care and education workforce and services (2007)
- Reviewed and submitted recommendations on Board of Supervisors County Legislative Platform, including supporting the Sacramento Children’s Coalition proposal of a new policy platform addressing the needs of child care in the field of Children and Youth. (2008)

Outreach, Community Education and Support

- Development of information articles addressing issues identified in the Council’s Strategic Plan. (2009)
- Supported the Sacramento Employment & Training Agency in their grant request for ARRA funds to Head Start / Early Head Start expansion. (2009)

Professional Development Support and Collaboration

- Policy oversight for California Department of Education, Child Development Division funding (AB212 Retention/Training Programs) serving approximately 400 child care professionals, providing approximately \$500,000 in professional development stipends (Annually)
- Council co-sponsored the following professional development events:

Event	Collaborating Partners
English Language Learners Workshops (2008)	Council, Child Action, Inc., Sacramento County Office of Education
California Preschool Learning Foundations Workshops (2008 & 2009)	Council, Child Action, Inc., Sacramento County Office of Education
University of California Davis Extension, Leadership Series (2008)	Council, Child Action, Inc., University of California Davis, Extension
Kindergarten Transition Summit April 25, 2009	Council, Child Action, Inc., Sacramento County Office of Education, First 5 Sacramento
Futures In Management Institute May 2, 2009	Council, Child Action, Inc., Sacramento County Office of Education, First 5 Sacramento
DRDP-R – Preschool 2008 & 2009	Council, WestEd

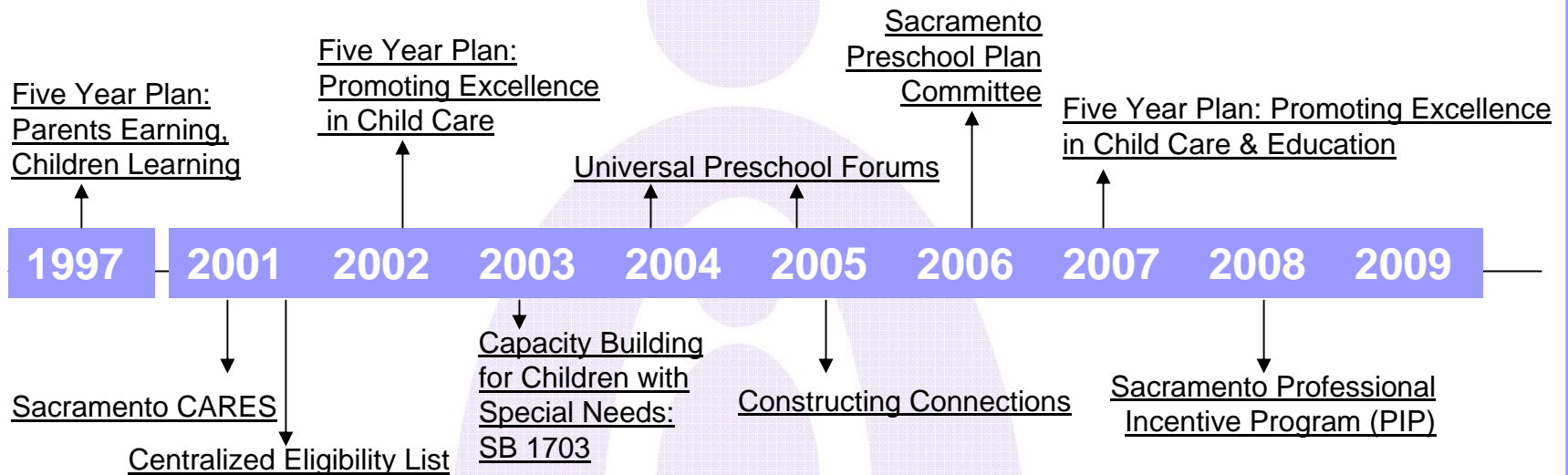
Research and Data Collection

- Parent – survey and focus groups to identify concerns relating to child care (2006)
- Sacramento CARES participants
 - 2008 – On-line survey to determine need and interest in general education cohort classes in math, science and English.
 - 2009 – Survey for 2008 CARES participants to inform on impact of program on professional growth and education goals.
- Child Care Capacity and Demand for Sacramento County including evaluation of needs by zip code

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Council Oversight & Projects



Advocating supports for parents

Parents affect their children's future and well-being not only through their family interactions, but through the types of early care and education programs they select for their children. In its 2007-12 Strategic Plan for Child Care Development in Sacramento County, the Sacramento County Local Child Care & Development Planning Council (Council) identified child care consumer issues as one of five key focus areas for service providers and policy makers.

The Council, in collaboration with Child Action, Inc., conducted several focus groups and an on-line parent survey in 2006. Of the concerns parents had regarding child care, the quality of the program ranked first (59%), followed by the cost of the program (31%). While the majority of parents found child care in the same zip code in which they lived (36%), 29% lived, worked and had child care in three separate zip codes.

Over the course of the next several months, the Council will discuss these and other issues facing parents in a series of articles, starting with this newsletter. The Council welcomes public input and encourages public attendance and participation at Council Committee meetings. It's a great opportunity for you to be heard. For information on the Council and a schedule of meetings, please visit www.sac-lpc.org or contact Marianne Knoy, Council Coordinator, at (916) 369-3344.



Erica Taylor is the Communications Manager for Five Star Bank, proud parent of an 18-month old daughter and a member of the Sacramento Local Child Care and Development Planning Council.

The Parent's Dilemma – Erica's Story

Imagine that you are just getting into the swing of caring for a new baby. It's been a couple of months since she was born and things are going great. You've even gotten a few smiles out of her! And while sleep is still a thing of the past you are getting more and more comfortable with the awesome responsibility of parenthood.

But, there is something nagging in the back of your mind. The day when you will return to work is nearing. It looms in the not so distant future and, between the fourth onesie she's gone through that day and tummy time, you just don't want to (or you're too tired to) think about it. How can you begin to wrap your mind around the question of who will care for your precious child when you return to work? Where do

you start? It's a daunting thought, and it can make you feel hopeless and quite alone.

At least that's how I felt not so long ago. Time was ticking and I had to make a decision that would possibly have a major impact on my daughter's life... forever! My dilemma wasn't simply finding "a place" to put her. I wanted to find a "nurturing and fun environment where she would be excited to learn and feel just as loved as she does when she is home with me" place. Admittedly, this was a tall order. If that wasn't enough there were other questions. Should I go with a center, a family child care home, or

continued on next page

HIGH QUALITY CHILD CARE

a nanny? What could I afford? How far could I commute? It was almost too much to take.

So where do parents start? Maybe "when" is a better question. The answer to which is, yesterday. Truly, it's never too early to start thinking about your future child care needs. Sooner is really better when you are looking for high-quality child care. According to the Sacramento County Local Child Care and Development Planning Council's Strategic Plan, there is only enough space in licensed child care centers and family child care homes for 36% of children with parents in the workforce. In high population areas, your choices can be limited by the availability of these spaces.

When starting your search, it can be helpful to consult your employer. Some Employee Assistance Programs have specific benefits for working parents. Search assistance, referrals, cost reimbursement or flexible spending programs are available from many local employers.

Ask your friends. No doubt you know others with children. Perhaps you've made friends with other parents along the way. Ask them who they use to care for their children. Word of mouth referrals can be a great tool in choosing high-quality child care with confidence. Talk with co-workers and neighbors as well.

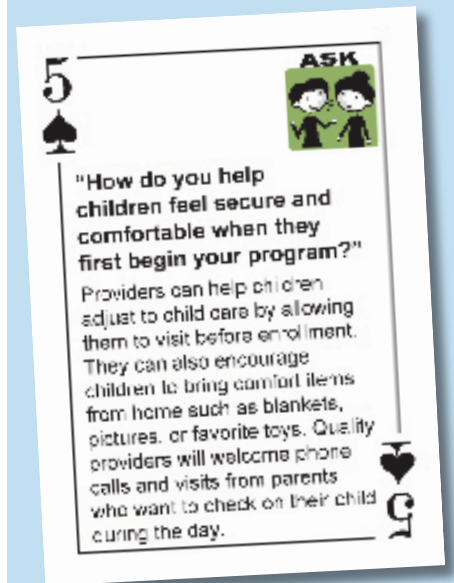
Head to the web. You can search for individual providers or referral sites, but for the most comprehensive on-line resource visit childaction.org. Child Action, Inc. is Sacramento County's resource and referral agency and they offer an on-line, searchable database of all licensed providers in Sacramento County. You can search for providers by zip code; type of care, hours care is needed, ages of the children, and much more. The site also provides a link to resources for parents, including the publication *High Quality Child Care: Your Guide to Finding and Selecting*

the Best Care for Your Child. Or, if you don't have internet access, call them at (916) 369-0191 for assistance in finding child care or finding local resources.

Do your homework. That's the bottom line for parents. The process may take some time and legwork on your part. But the investment is worth it in the end. I was lucky. I found a wonderful child care provider in my neighborhood and my daughter loves it there. I was able to return to work confident that she was safe, happy, and loved. Had I started my search sooner and known a bit more about where to start, it would have saved me much worry. Even more importantly, it would have given me more time to coax those amazing first smiles out of my daughter. Please visit www.sac-lpc.org for links to resources available to parents.



High Quality Care Deck of Cards HIGHLIGHT



Taking your child to child care for the first time can be scary, but there are things you can do to make it a little easier.

The night before, prepare the items your child will need for her first day, such as bedding for naps, diapers, extra clothing and a comfort item to remind her of home. Drop off your child at the same time each day with the same caregiver. Take a few moments to say hello to your child's caregiver and let her know how your child is doing. Stay positive and upbeat when you say goodbye. It is normal for your child to cry, cling to you or avoid saying goodbye, but you should trust that your provider has experienced this before and has the skills to comfort your child and get her interested in daily activities.

As your child develops, she will make friends and develop important attachments with other trusted adults, while maintaining her very important connection to you!

Would you like more tips to help you find high quality child care? Request a copy of our Quality Deck of Cards by calling (916) 369-0191 or sending an email to info@childaction.org.



2009 Priority Setting Process for State Child Care and Preschool Funds

This document details the process for developing the proposed 2009 funding priorities.

1. Approval of methodology

The Council's Executive Committee presented the two methodology options detailed in California Department of Education, Child Development Division Management Bulletin 09-5 at the Council's April 2009 meeting. The two options were to use Enrollment Data (Option 1) or Centralized Eligibility List data (Option 2). The Council approved the Executive Committee's recommendation to use Option 1 – Enrollment Data.

2. Timeline

March 2009 – Implementation of MB 09-5
April 2009 – Council approval of methodology
May 2009 – Priorities due to CDD by May 30 (Please see note below)
April – July 2009 – Coordination, review and analysis of data
August 2009 – Executive committee review
September 2009 – Council review and approval for public forum
October – November 2009 – Public posting of proposed priorities for review
November 2009 – Public comment accepted at Council meeting
November 2009 - Final draft approved to forward to appointing boards
January 2010 - Board of Supervisor and Superintendent/Board of Education approval
February 2010 – Submit priorities to CDD

NOTE: The development of new and updated priorities is time intensive and requires several weeks of compilation, analysis and review. Subsequently new priorities for 2009 could not feasibly be completed by the May 30 due date. In order to meet the 2009 reporting requirements the Council submitted a “no change” priorities report to CDD.

3. Development of priorities.

Staff obtained and compiled the data necessary to determine the priorities. This includes identifying anomalies and alternate data sources to complement missing data obtained from primary data sources. The data was then applied to a spreadsheet which calculated total eligible children by zip code and compared it to total enrollment of publicly funded programs to determine the number and percentage of un-served children.

4. Review process.

- a. The results of the data analysis are reviewed by Child Action, Inc. personnel for accuracy, completeness, detail and to determine resolutions to any discrepancies.
- b. Council staff presents the results of the review process and the draft priorities to the Council Executive Committee for review and discussion
- c. The Executive Committee then moves before the Council for review and discussion

5. Public Comment.

Priorities reflecting changes to those previously submitted to CDD must be submitted for public comment. This may be done at a separately scheduled public forum, or incorporated into one of the Council's regular meetings.



Sacramento County Local Child Care & Development Planning Council

6. **Approval process.**

- a. Once the priorities have been through public comment and any recommended changes by the Executive Committee have been processed, the priorities are submitted to the Council for approval
- b. Once the council approves, the priorities are then submitted to the Board of Supervisors and the Superintendent/Board of Education for approval.

7. **Submission to CDD.**

Once both Board of Supervisors and the Superintendent/Board of Education approve the proposed priorities a revised priority report is then submitted by Council Staff and/or Contract Manager to CDE, CDD. (Due May 30 annually)



Sacramento County Local Child Care & Development Planning Council

The Council selected methodology Option 1 – Enrollment data for determining the 2009 funding priorities.

- **Option 1:**
 - Identifies the number of children meeting income eligibility for state funded child care
 - Identifies number of children currently enrolled in publicly funded programs
 - Applies a growth factor to number of children eligible for services
 - Compares the number of children eligible to the number of children served
 - Determines projected demand (need)
 - Limited to three priority levels

Process: Using Census Data input by zip code 0-12 population for CCTR and 3-5 population for CSPP.

Data and Sources

Category	Data	Source
Demographic	Zip Code	United States Postal Service
Population	<ol style="list-style-type: none"> 1. Children by age living in working families earning less than 75% of SMI (used for CCTR) 2. Children by age living in families earning less than 75% of SMI (used for CSPP) 3. Children 0-5, 6-11 and 12-17 (zip codes 95652, 95655, 95742, 95757, 95811, 95830, 95835) 4. Children 0-12, 3-5 (95615, 95639, 95680) 5. SMI adjustments 6. Growth Factor adjustments 	<p>US Census American FactFinder – Special Request Run (9/2008)</p> <p>Community Services Planning Council – Easy Analytical Software, Estimates by Zip Code 2008</p> <p>US Census American FactFinder – Household Population by Age and Sex (5/2009)</p> <p>Child Action, Inc. / Council Coordinator – a ratio based on zip codes with existing data used to determine SMI population for zip codes with missing SMI population data</p> <p>California Department of Finance – E-1: City/County Population Estimates with Annual Percentage Change</p>



Sacramento County Local Child Care & Development Planning Council

Data and Sources (continued):

Category	Data	Source
Enrollment	A. CCTR (General Child Care)	California Department of Education, Child Development Division. 10/2008
	B. CFCC (Family Child Care)	
	C. C2AP (Stage 2)	
	D. C3AP (Stage 3)	
	E. CAPP (State AP)	
	F. CMIG (Migrant Care)	
	G. CLTK (Latchkey)	
	H. CSPP (State Preschool)	
	I. CFDP (Full Day Preschool)	
	J. CPKP (PreK Family Literacy)	
	K. Head Start / Early Head Start	<ul style="list-style-type: none"> • Sacramento Employment Training Agency (SETA) – Headstart Program • School Districts
	L. CalSAFE	<ul style="list-style-type: none"> • School Districts
	M. County APP	<ul style="list-style-type: none"> • Child Action, Inc. • PACE APP

Challenges: Ten zip codes were not included in the data provided by the US Census American FactFinder special data run. Subsequently, there was no population data for these codes; however, each of the codes reported enrollment in state funded programs. Of the ten, seven codes were new or had experienced a surge in population growth since the last census. Population counts in the three remaining codes were too small to be included in the US Census American FactFinder special data run. Staff was able to access updated American FactFinder (US Census Bureau data) online to assist in resolving population counts. While American FactFinder provided overall population data for some of the zip codes, it did not provide population data with the economic filter of identifying children in families with income below the State Median Income (SMI). The challenge was to find reliable missing population data reflective of the SMI.

Resolution:

- Population data for zip codes 95652, 95655, 95742, 95757, 95811, 95830 and 95835 was obtained through the Community Services Planning Council (CSPC). The CSPC has provided support and data analysis for the Board of Supervisors and is a reliable source of current information. The CSPC provided data obtained from Easy Analytical Software, Estimates by Zip Code 2008. The data reflected population in three age ranges: 0-5, 6-11 and 12-17.
- Population data for zip codes 95615, 95639 and 95680 was obtained from American FactFinder using the Household Population by Age and Sex report available on-line.
- SMI (State Median Income) ratios were calculated for these codes using zip codes with similar population characteristics that had existing SMI and census population data. (Attachment A)



Steps for Analysis

Option 1: Enrollment Data (CTTR – General Child Care 0-12 year olds)

- Step 1: Determine number of children eligible for state programs
Formula: (Census Data reflecting total 0-12 population X % that Qualify for State Child Care – SMI Count) X Growth Factor = Demand
- Step 2: Determine number of children currently receiving services
Formula: A+B+C+D+E+F+G+K+L+M = Total Current Enrollment (Funded Spaces)
- Step 3: Calculate the Percentage of Children Served
Formula: Current Enrollment ÷ Demand = Percent of Qualified Children Served
- Step 4: Calculate the number of Children NOT Served
Formula: Projected Demand – Current Enrollment = Number of Children NOT Served
- Step 5: Calculate the percentage of Children NOT Served
Formula: Number of Children NOT Served ÷ Projected Demand = Percentage of Children NOT Served

Option 1: Enrollment Data (CPRE – State Preschool 3-5 year olds)

- Step 1: Determine number of children eligible for state preschool
Formula: (Census Data reflecting total 0-12 population X % that Qualify for State Child Care – SMI Count) = Demand
- Step 2: Determine number of children currently receiving services
Formula: H+I+J = Total Current Enrollment (Funded Spaces)
- Step 3: Calculate the Percentage of Children Served
Formula: Current Enrollment ÷ Demand = Percent of Qualified Children Served
- Step 4: Calculate the number of Children NOT Served
Formula: Projected Demand – Current Enrollment = Number of Children NOT Served
- Step 5: Calculate the percentage of Children NOT Served
Formula: Number of Children NOT Served ÷ Projected Demand = Percentage of Children NOT Served



Determine priorities

The following procedures for determining priorities on the analyzed data have been established for counties with over 1 million residents (Orange, San Diego, Riverside, San Bernardino, Santa Clara, Alameda, Sacramento and Contra Costa Counties) [CDD Management Bulletin 09-05]:

A. General State Funded Program Priorities - Ages 0-12 (CCTR)

Priority 1:

Option 1: A zip code qualifies as Priority 1 when: there are 40% or more eligible children underserved AND there are more than 500 eligible children underserved.

Option 2: Up to but no more than one-third of the zip codes with the highest numbers of infants, toddlers and school age eligible children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 40% or more of eligible children underserved AND there are more than 200 eligible children underserved.

Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of infants, toddlers and school age eligible children on the CEL.

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 25% or more of eligible children underserved AND there are more than 100 eligible children underserved.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of infants, toddlers and school age eligible children on the CEL.

Option 3: All other zip codes in the County.

Option 4: No other zip codes in the County.

B. State Preschool Priorities – Ages 3-5 (CPRE)

Priority 1:

Option 1: A zip code qualifies as Priority 1 when: there are 40% or more eligible children underserved AND there are more than 300 children underserved.

Option 2: Up to but no more than one-third of the zip codes with the highest set of numbers of preschool children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 40% or more of eligible children underserved AND there are more than 200 children underserved.

Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of preschool children on the CEL.

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 25% or more of eligible children underserved AND there are more than 100 children underserved.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of preschool age children on the CEL.

Option 3: All other zip codes in the County.

Option 4: No other zip codes in the County.



2009 Zip Code Priorities Report - Child Care Centers (CCTR)

Sorted by Priority, then by Zip Code

BOE Trustee Area	BOS District	Zip Code	City	Number of Children NOT Served (Total Projected Demand - Spaces)	% of Children NOT Served (# Children NOT Served / Projected Demand)	2009 Proposed Priority	2006-2008 Priority	Notes
6	2,5	95624	Elk Grove	1,169	70%	1	3	Area of significant growth. DOF growth factor of 1.7%
6	5	95632	Galt	737	78%	1	1	
2	1	95660	North Highlands	541	40%	1	1	
5	5	95670	Rancho Cordova	3,371	80%	1	1	
6,7	5	95758	Elk Grove - Bruceville	963	61%	1	2	
2	1	95815	Sacramento - North	1,315	70%	1	1	
1,7	1	95817	Sacramento	887	75%	1	1	
1	2	95818	Sacramento	635	69%	1	1	
1,7	1	95820	Sacramento - Fruitridge	2,193	75%	1	1	
1	2	95822	Sacramento	2,204	68%	1	1	
7	2	95823	Sacramento	3,670	62%	1	1	
1	3,5	95826	Sacramento - Perkins/ Rosemont	1,466	73%	1	1	
7	2	95831	Sacramento - Greenhaven	570	59%	1	3	Area of significant growth. DOF growth factor 1.4%
2	1	95833	Sacramento - Gardenland	1,428	65%	1	1	
2	1	95838	Sacramento - Del Paso Heights	2,589	71%	1	1	
4	4	95621	Citrus Heights - Antelope	489	47%	2	1	
4.5	3,4	95628	Fair Oaks	268	49%	2	3	
5	4	95630	Folsom	374	80%	2	3	
4	4	95662	Orangevale	351	64%	2	3	
1	1	95811	Sacramento - Rail Yard	297	93%	1	N/A	Sacramento Downtown/Railyard. New zip code. Split from 95814. Recommend move to Priority 1. High volume of child care use.
1	1	95814	Sacramento - Downtown	376	69%	1	1	Sacramento Downtown/Railyard. New zip code. Split from 95814. Recommend move to Priority 1. High volume of child care use.
2	1	95834	Sacramento	353	42%	2	1	
3,4,5	3	95608	Carmichael	452	37%	3	2	
4	4	95610	Citrus Heights	154	18%	3	2	
6,7	5	95615	Courtland**	-17	-94%	3	3	
2	1	95626	Elverta	59	49%	3	2	
6	5	95638	Clay	7	49%	3	2	
6,7	5	95639	Hood**	0	7%	3	N/A	Courtland, Hood and Ryde not included in Council's 2006 Priorities. Rural areas. Small population, mostly migrant.
6	5	95641	Isleton	23	82%	3	1	Reduction in growth. DOF growth factor .4%
2	1	95652	McClellan*	31	50%	3	N/A	New residential area.
5	5	95655	Mather*	56	46%	3	1	Unincorporated Sac County growth factor .6%
2	1	95673	Rio Linda	115	34%	3	1	Unincorporated Sac County growth factor .6%
6	5	95680	Ryde**	-1	-233%	3	N/A	Courtland, Hood and Ryde not included in Council's 2006 Priorities. Rural areas. No population data, though there is enrollment activity in Migrant program.
5	5	95683	Michigan Bar	27	100%	3	3	
6	5	95690	Walnut Grove	10	23%	3	1	Unincorporated Sac County growth factor .6%
6	5	95693	Wilton	43	83%	3	3	



2009 Zip Code Priorities Report - Child Care Centers (CCTR)

Sorted by Priority, then by Zip Code

BOE Trustee Area	BOS District	Zip Code	City	Number of Children NOT Served (Total Projected Demand - Spaces)	% of Children NOT Served (# Children NOT Served / Projected Demand)	2009 Proposed Priority	2006-2008 Priority	Notes
5	5	95742	Rancho Cordova*	40	59%	3	1	Newly developed area; most still slated for development. New zip code. Used CSPC Population data. In 2006 coupled with Rancho Cordova 95670 for data analysis.
6	5	95757	Elk Grove - Laguna South*	141	33%	3	2	
1	1,3	95816	Sacramento	185	68%	3	1	Growth factor of 1.4%
1	3	95819	Sacramento	156	82%	3	3	
3	3	95821	Sacramento - Town & Country Village	261	27%	3	1	Unincorporated Sac County growth factor .6%
1,7	2	95824	Sacramento - Fruitridge	284	25%	3	1	Unincorporated Sac County growth factor .6%
3	3	95825	Sacramento - Arden/ Arcade	113	15%	3	1	Unincorporated Sac County growth factor .6%
5	5	95827	Sacramento - Mills/ Walsh Station	29	6%	3	1	Unincorporated Sac County growth factor .6%
1	2	95828	Sacramento - Florin	376	23%	3	1	Unincorporated Sac County growth factor .6%
1	2	95829	Sacramento - Coffing	-123	-112%	3	3	
5	5	95830	Sacramento*	44	90%	3	3	
7	2	95832	Sacramento - Freeport	-172	-64%	3	1	Unincorporated Sac County growth factor .6%
2	1	95835	Sacramento*	-216	-152%	3	3	
3	3	95841	Sacramento - Foothill Farms	242	33%	3	1	Unincorporated Sac County growth factor .6%
2,3	1,3	95842	Sacramento	380	32%	3	1	Unincorporated Sac County growth factor .6%
2	1	95843	Sacramento - Antelope	179	18%	3	2	
3	3	95864	Sacramento - Arden	172	59%	3	3	
		99999	Default for No Matches	89	80%	3		
TOTAL				33,353	67%			

Population totals from 2008 census estimates based on 2001 census data.*

of Children that qualify for CDE Child Care are the population of children 0-12 with family income less than 75% of the State Median Income

Only zip codes reflecting population and/or enrollment data are reflected in this worksheet.

Data exceptions. Zip codes identified with an asterik (*) are codes that were not included in the 2001 census. These are areas of new development and growth since the last census. Population data provided by the Community Services Planning Council, Amer

CA Department of Finance Growth Factors applied. City specific codes applied to zip codes within city boundaries. All other zip codes received growth factor for unincorporated Sacramento County.

- Priority 1 = 40% of children unserved AND more than 500 eligible children are unserved
- Priority 2 = 40% of children unserved AND more than 200 eligible children are unserved
- Priority 3 = 25% of children unserved AND more than 100 eligible children are unserved



2009 Zip Code Priorities Report--State Preschool (CSPP)

Sorted by Priority, then by Zip Code

BOE Trustee Area	BOS District	Zip Code	City	Number of Children NOT Served (Total Projected Demand - Spaces)	% of Children NOT Served (# Children NOT Served / Projected Demand)	2009 Proposed Priority	2006-2008 Priority	Notes
3,4,5	3	95608	Carmichael	553	90%	1	3	High concentration of foreclosures in 2008 in addition to high concentration of multi-family housing complexes in this zip code.
4	4	95610	Citrus Heights	314	79%	1	3	High concentration of foreclosures in 2008 in addition to high concentration of multi-family housing complexes in this zip code.
6	2,5	95624	Elk Grove	681	92%	1	3	Area of significant growth. DOF growth factor of 1.7% as well as high concentration of foreclosures in 2008.
6	5	95632	Galt	499	87%	1	1	
2	1	95660	North Highlands	689	88%	1	1	
5	5	95670	Rancho Cordova	2,179	92%	1	2	
6	5	95757	Elk Grove - Laguna South*	349	90%	1	2	
6,7	5	95758	Elk Grove - Bruceville	783	91%	1	3	Area of significant growth. DOF growth factor of 1.7% as well as high concentration of foreclosures in 2008.
1	1	95814	Sacramento - Downtown	363	93%	1	1	
2	1	95815	Sacramento - North	1,291	85%	1	1	
1,7	1	95817	Sacramento	838	97%	1	1	
1	2	95818	Sacramento	591	93%	1	3	Area of significant growth. DOF growth factor of 1.4%
1,7	1	95820	Sacramento - Fruitridge	1,634	93%	1	1	
3	3	95821	Sacramento - Town & Country Village	538	85%	1	1	
1	2	95822	Sacramento	1,894	95%	1	1	
7	2	95823	Sacramento	3,940	94%	1	1	
1,7	2	95824	Sacramento - Fruitridge	690	82%	1	1	
3	3	95825	Sacramento - Arden/ Arcade	370	89%	1	2	
1	3,5	95826	Sacramento - Perkins/ Rosemont	918	95%	1	1	
1	2	95828	Sacramento - Florin	746	84%	1	1	
7	2	95831	Sacramento - Greenhaven	455	94%	1	3	Area of significant growth. DOF growth factor of 1.4%
2	1	95833	Sacramento - Gardenland	1,004	85%	1	3	Area of significant growth. DOF growth factor of 1.4% as well as high concentration of foreclosures in 2008.
2	1	95838	Sacramento - Del Paso Heights	1,643	78%	1	1	
2,3	1,3	95842	Sacramento	609	88%	1	1	
4	4	95621	Citrus Heights - Antelope	290	77%	2	1	
4,5	3,4	95628	Fair Oaks	196	87%	2	3	
4	4	95662	Orangevale	186	87%	2	3	
5	5	95742	Rancho Cordova*	32	94%	2	1	
1	1,3	95816	Sacramento	180	95%	2	3	
7	2	95832	Sacramento - Freeport	202	84%	2	1	
2	1	95834	Sacramento	205	73%	2	1	
3	3	95841	Sacramento - Foothill Farms	287	91%	2	1	
2	1	95843	Sacramento - Antelope	278	75%	2	2	
3	3	95864	Sacramento - Arden	141	87%	2	3	



Sacramento County Local Child Care Development Planning Council

BOE Trustee Area	BOS District	Zip Code	City	Number of Children NOT Served (Total Projected Demand - Spaces)	% of Children NOT Served (# Children NOT Served / Projected Demand)	2009 Proposed Priority	2006-2008 Priority	Notes
6	5	95615	Courtland**	0	#DIV/0!	3	3	Courtland, Hood and Ryde not included in Council's 2006 Priorities. Rural areas. Small population, mostly migrant. No preschool at this time.
2	1	95626	Elverta	94	78%	3	2	
5	4	95630	Folsom	163	78%	3	3	
6	5	95639	Hood**	0	#DIV/0!	3	N/A	Courtland, Hood and Ryde not included in Council's 2006 Priorities. Rural areas. Small population, mostly migrant. No preschool at this time.
6	5	95641	Isleton	16	100%	3	1	Unincorporated Sac County growth factor .6% Balance of subsidized spaces required to meet need falls below 200 for a Priority 3 designation.
2	1	95652	McClellan*	38	97%	3	N/A	New zip code.
5	5	95655	Mather*	39	75%	3	2	Unincorporated Sac County growth factor .6% Balance of subsidized spaces required to meet need falls below 200 for a Priority 3 designation.
2	1	95673	Rio Linda	119	71%	3	1	Unincorporated Sac County growth factor .6% Balance of subsidized spaces required to meet need falls below 200 for a Priority 3 designation.
6	5	95680	Ryde**	0	#DIV/0!	3	N/A	Courtland, Hood and Ryde not included in Council's 2006 Priorities. Rural areas. Small population, mostly migrant. No preschool at this time.
5	5	95683	Michigan Bar	12	100%	3	3	
6	5	95690	Walnut Grove	27	100%	3	3	
6	5	95693	Wilton	32	97%	3	2	
1	3	95819	Sacramento	75	97%	3	3	
5	5	95827	Sacramento - Mills/ Walsh Station	192	75%	3	3	
1	2	95829	Sacramento - Coffing	-4	-12%	3	3	
2	1	95835	Sacramento*	83	68%	3	1	DOF growth factor of 1.4%. Total of 39 state subsidized spaces for 122 estimated eligible children. Balance of spaces needed falls below 100 for a Priority 3 designation.
		99999	Default for No Matches	63	100%	3	3	
TOTAL				26,112	89%			

Population totals from 2008 census estimates based on 2001 census data.*

of Children that qualify for CDE Child Care are the population of 3-5 year old children in families with one or more parents working earning less than 75% of SMI

Only zip codes reflecting population and/or enrollment data are reflected in this worksheet.

Data exceptions. Zip codes identified with an asterisk (*) are codes that were not included in the 2001 census. These are areas of new development and growth since the last census. Population data provided by the Community Services Planning Council, Amer

Priority 1 = 40% of children unserved AND more than 300 eligible children are unserved

Priority 2 = 40% of children unserved AND more than 200 eligible children are unserved

Priority 3 = 25% of children unserved AND more than 100 eligible children are unserved

California Department of Education (<http://www.cde.ca.gov/sp/cd/ci/mb0907.asp>)
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Management Bulletin 09-07

Child Development Division

Subject: The Implementation of California <i>Education Code</i> Section 8275.5	Number: 09-07
Authority: California <i>Education Code</i> sections 8275.5, 8499.5, and 8279.3.	Date: July 2009
	Expires: Until Rescinded

Attention: Executive Directors and Program Directors of all Child Care and Development Programs

Purpose

The purpose of this Management Bulletin (MB) is to instruct the California Department of Education (CDE) child care and development contractors on the process by which California *Education Code* (EC), Section 8275.5, will be implemented at the local level. EC Section 8275.5 states: "The State Department of Education shall promote full utilization of child care and development funds and match available unused funds with identified service needs...the department shall arrange interagency adjustments between different contractors with the same type of contract when both agencies mutually agree to a temporary transfer of funds for the balance of the fiscal year." This new process would be effective July 1, 2009.

Background

EC Section 8275.5 was added in 2008 to ensure all child care and development funds appropriated are fully utilized within the fiscal year (FY). The statute provides authority for the temporary, voluntary transfer of contract funds between like contracts. During FY 2008-09, CDE reviewed potential solutions to unearned contract balances. For FY 2009-10, the CDE determined that a locally facilitated process might be more successful at:

- aiding contractors willing to participate in this local process to self identify; and
- developing a process to match available funding sources with existing contractors so they would be able to fully utilize the child development funds within their respective counties during the fiscal year.

The purpose of this MB is to describe the process for affecting this temporary, voluntary transfer of funds and clarify the role of the Local Child Care and Development Planning Councils (LPCs) in facilitating this process. This MB clarifies that the LPCs are facilitating potential transfer requests between willing contractors to assist the CDE in maximizing fiscal resources and utilization of child development funding between Child Development Division (CDD) funded agencies. The CDD contract fund transfers are **temporary** and **voluntary** between CDD funded agencies who agree to be involved in this process. The LPCs are **neutral facilitators** and provide an environment where interested parties can meet and discuss these issues. The process, as proposed, is intended to provide local counties with the flexibility to match funding levels to service needs.

From 2003 to present, San Mateo County continues to participate in a local subsidy pilot program designed to implement individualized county child development service subsidy plans. The plans are used to ensure that child development subsidies address local community and family needs, conditions, and priorities. The temporary, voluntary child development fund shift has been successfully completed and fully documented numerous times in San Mateo County. In San Mateo, the Local Planning Council (LPC) is the local entity that coordinates this voluntary movement of contract funds. Based on this successful model, the CDE is initiating a statewide process in FY 2009-10. LPCs in each county are charged pursuant to EC Section 8499.5 with the responsibility to conduct a periodic review of child care programs funded by the CDE and California Department of Social Services (DSS) to determine if identified priorities are being met. Therefore, they are able to assist and facilitate a local process in the voluntary transfer of CDD contract funds between CDD funded agencies.

Process for identifying the voluntary transfer of Child Development contract funds within the fiscal year:

- In order to successfully identify potential transfer agencies, the LPC in each county will convene meetings with CDD contractors to discuss the new temporary, voluntary transfer process and its potential for serving more children. This meeting will take different forms appropriate to counties of different sizes and the geography of the county.
- CDD funded agencies will need to self-identify if they are interested in releasing funds or accepting funds on a temporary basis and how much they are planning to release or need.
- Should the amount of funds voluntarily released by CDD contractors be insufficient to meet the demand of CDD contractors that can provide more service and use the funds, the LPC should consider the provision of services in priority areas of greatest need first.
- The CDD funded agency that will receive the funds must be in good standing, in full compliance with the Funding Terms and Conditions of their contract and all statutory and regulatory requirements, and must be able to demonstrate that it can utilize the funding immediately to serve children. CDE staff will verify if the agency that is receiving the funds is in good standing and

meets all of the necessary requirements to accept additional funding. The child development agencies that would be identified as being able to receive additional funding must verify, in writing, that they are currently able to serve children **immediately**.

- Each LPC will establish, adopt, and approve a local procedure to ensure a fair and transparent process to avoid any potential conflicts of interest that may arise.
- Although each LPC may approach the actual facilitation differently, they will all operate under the same fiscal rules, time lines, and use standardized forms and procedures to transmit written requests for transfers to CDE fiscal staff and CDD field services consultants.
- The LPCs may only act in a facilitation role assisting the CDE in maximizing fiscal resources and utilization of child development funding between CDD funded agencies. **The LPC has no authority or approval responsibility in this process.**

CDD contractors will have two opportunities per fiscal year to request a transfer of funds. Requests must be submitted to the LPC between **November 1 and November 15 or May 1 and May 15** of the same fiscal year that the transfer will take place. The LPC must then forward all transfer requests to CDE between **November 1 and November 15 or May 1 and May 15** of the same fiscal year that the transfer will take place. The LPC will provide each CDD contractor who has voluntarily agreed to temporarily transfer contract funds with a form letter of request to be completed, printed on agency letterhead, and signed by the agency authorized representative to enter into this voluntary contract arrangement. A similar form letter will be provided to the CDD contractor who has voluntarily agreed to accept temporarily transferred contract funds for the remainder of the fiscal year, which must also be completed, printed on agency letterhead, and signed by the agency authorized representative to enter into this voluntary contract arrangement. The LPC will facilitate in the transfer of this information to CDE fiscal staff and CDD field services consultant staff for final consideration and approval.

The CDE will approve or deny any request to either transfer or receive contract funds under this process. Both CDE fiscal staff and CDD field services consultants will carefully review all of the material submitted, as well as other information pertinent to the process, and make the final decision. In no instance will approval be given to an agency requesting additional funds in order to increase a CDD contractor's reserve account. These requests will be automatically denied.

Nothing in this Management Bulletin prohibits a CDD contractor from independently contacting the CDE staff and requesting that funds be either voluntarily transferred or requesting that funds be provided for the remainder of the fiscal year. CDE staff will assume responsibility for facilitating and approving or denying these requests, and would require that the same documentation be provided. There must be assurances from the requesting contractor(s) that they fully comprehend that this is a temporary, voluntary process, and that the funds would be fully utilized to serve children in the same fiscal year.

This is a temporary transfer of CDD contract funds for the fiscal year only. With one exception, CDD contracts will return to their previous Maximum Reimbursable Amounts (MRAs), subject to continued funding appropriated in the annual Budget Act. If an under-earning agency voluntarily transfers contract funds but has their MRA reduced in contract review, their contract will not return to its previous MRA. A transfer of contract funds does not exempt agencies from the Child Development Fiscal Services annual contract review process.

If you have any questions, please contact Linda M. Parfitt, Consultant, Child Development Division, at 916-322-1048 or by e-mail at lparfitt@cde.ca.gov.

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.

Questions: Child Development Division | 916-322-6233

Last Reviewed: Friday, August 14, 2009

Voluntary, Temporary Transfer of Funds

Guidance and Directions to Local Child Care and Development Planning Councils regarding voluntary, temporary transfer requests.

Guidance Regarding the Voluntary, Temporary Child Development Division (CDD) Direct Service Contract Transfer Requests, California Education Code Section 8275.5

- The California Department of Education (CDE) is directing each Local Planning Council (LPC) to establish a local fair and transparent policy regarding the voluntary, temporary contract fund transfer process established by California *Education Code* Section 8275.5.
- The LPC must identify a LPC designee to coordinate this process. This may include appointing a LPC subcommittee to implement the voluntary, temporary contract fund transfer process.
- If the LPC chooses to establish an LPC subcommittee, their charge will be to develop a transparent and fair process to make voluntary, temporary contract fund transfer requests to CDE. The LPC subcommittee members should not have either a financial interest or any personal benefit from the activities related to the outcome of this process.
- The LPC, through its LPC designee or LPC subcommittee, shall convene meetings of CDD state-funded direct services contractors in the county. The purposes of these meetings are to describe and discuss the new voluntary, temporary contract fund transfer opportunity and to identify key timelines and eligibility requirements. No under or over earning information about individual contractors will be publicly discussed, unless initiated voluntarily by individual contractors, and only for their own specific contract(s).
- Contractors who believe they will under or over earn their contracts within the contract year will indicate their willingness to participate to the LPC designee or LPC subcommittee, via e-mail or other means, giving an estimate of the amount of contract funding they expect to be able to temporarily release and transfer or accept.
- In order to facilitate the submission of transfer requests to CDE within the agreed upon time schedules, the LPC designee or LPC subcommittee will evaluate the potential "fund transfer-receiving contractors" according to the following criteria:
 1. Potential contract fund transfers must be between the same contract types, or may be between general child care and development contracts and California State Preschool Program contracts.
 2. The requesting contractor must demonstrate the ability to over earn their existing contract amount within their existing licensed capacity. They must be immediately ready to serve additional child days of enrollment, or be already over-earning their contract maximum reimbursement amount.
 3. The LPC designee or LPC subcommittee will contact the CDE Field Services Consultant and the CDE Fiscal Services staff for a preliminary assessment of the contractor's standing and earnings status early in the process once agencies self-identify they are willing to participate in this voluntary, temporary agreement.
- In the event that more than one eligible, over earning contractor desires to participate, and there is insufficient funds being voluntarily released, the contractor operating in the highest priority zip code will be recommended. For example, if one eligible contractor operates in a Priority 1 zip code, and the other in a Priority 2 zip code, the contractor in Priority 1 will be recommended.

Directions regarding submitting required documents to the California Department of Education for consideration.

- Once the transfer agencies are identified, the LPC designee or LPC subcommittee group will collect signed letters of request from the authorized agency representatives indicating their willingness to temporarily release funds and transfer contract funds (Attachment B) or accept transferred contract funds (Attachment C). The LPC designee or LPC subcommittee will attach a cover letter (Attachment A) that requests review of the submitted documents and sends the complete package (all three letters, including copies of contract face sheets) to both the CDE Field Services Consultants and CDE Fiscal Services staff for consideration according to the specific time schedule determined by CDE. **All requests must be sent between November 1 and November 15 or between May 1 and May 15.**
- The decision to approve or deny voluntary, temporary transfers of contract funds will be made exclusively by CDE. Once the decision is made by the CDE staff, the LPC designee or LPC subcommittee will be notified of the outcome. All requests will be approved, modified, or denied. If the agreement is modified, all parties will be informed of the modification and be given the opportunity to agree before the contract modification is finalized.
- If the request is approved, the participating CDD contracting agencies will receive contract amendments and fiscal adjustments based on CDE staff approvals.
- If the request is modified, the participating CDD contracting agencies will receive contract amendments and fiscal adjustments based on the contract modification agreement with CDE staff approval.

- If the request is denied, the participating CDD contracting agencies will receive a letter that explains why the request was denied.
- The LPC designee or the LPC subcommittee will report annually to the full LPC on the progress and process of voluntary, temporary contract transfers of CDD contract funds in their county.

Questions: **Linda Parfitt** | lparfitt@cde.ca.gov | 916-322-1048

Last Reviewed: Friday, October 23, 2009

California Department of Education
November 1, 2009

_____ Field Services Consultant, Child Development Division
And _____ Fiscal Services Staff, California Department of Education
1430 N Street, Suite 3410 and Suite 2213
Sacramento, CA 95814

Re: Summary Request for Temporary Interagency Transfer of Funds

Dear _____:

Under the new process for the voluntary, temporary transfer of funds between California Department of Education (CDE) contractors, I am writing to you on behalf of insert Contractor Agency Name and insert Accepting Contractor Agency Name to summarize their mutual, voluntary, temporary agreement to request a temporary transfer of funds between their respective contract type contracts for the 2009/2010 contract year.

County:

Transfer From		Transfer To	
Insert Contracting Agency Name		Insert Contracting Agency Name	
Original Maximum Reimbursable Amount (MRA)	\$_____	Original MRA	\$_____
Contract # Amount to Deduct=	-\$_____	Contract # Amount to Add=	+\$_____
Temporary Transfer Adjusted Contract MRA		Temporary Transfer Adjusted Contract MRA	
Minimum Days of Operation		Minimum Days of Operation	

Both contracting Agencies agree:

- This transfer of contract funds is temporary and voluntary.
- CDE may require fiscal information and documentation to make a final determination regarding this request.
- The Daily Reimbursement Rate in place for each agency will not change during the contract year.
- Both contracts may revert to their original MRA amounts, at the end of this contract year, with any applicable Cost of Living Adjustment (COLA) or other

adjustments applied, subject to continued funding appropriated in the annual Budget Act.

- All contracts may be subject to the Child Development 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, 2010.

If you have questions or need additional information about our combined request, please contact me at: telephone # _____ or email address_____. Thank you for helping our county serve more eligible young children and their families.

Sincerely,

LPC Designee

cc: _____, CDD Field Services Consultant
_____, Fiscal Services Staff
Eddie Yamamoto, Fiscal Services Staff Manager
Encl: Contractor Letters, Contract Face Sheets

California Department of Education
November 1, 2009

_____ Field Services Consultant, Child Development Division and
_____ Fiscal Services Staff, California Department of Education
1430 N Street, Suite # 3410 and Suite #2213
Sacramento, CA 95814

**Re: Request a Temporary Fund Release and Transfer of Funds From Contract
_____**

Dear _____:

After reviewing contract earning projections for 2009/2010 Contract # _____,
Contracting Agency Name has determined that there will be unearned funds in the
amount of approximately \$ _____ by June 30, 2010. The reasons for this under-
earning are _____.

In order to allow the funds to be used effectively, on a temporary, voluntary basis to
serve more eligible children, in _____ county, our agency requests a temporary
transfer of funds in the amount of \$ _____ from contract # _____ to another child
development contractor in good standing.

By temporarily releasing these California Department of Education (CDE) contract
funds, I agree to the following:

- This transfer is temporary and voluntary.
- CDE may require additional fiscal information and documentation to make a final determination regarding this request.
- The Daily Reimbursement Rate in place for each agency will not change during the contract year.
- This contract may revert to its original Maximum Reimbursable Amount at the end of this contract year, with any applicable Cost of Living Adjustment (COLA) or other adjustments applied, subject to continued funding appropriated in the annual Budget Act.
- All contracts may still be subject to the Child Development Fiscal Services annual contract review process.
- All parties agree 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, 2010.

Contract # _____	Original Maximum Reimbursable Amount	\$ _____
Contract Year:	Amount to be transferred from this Contract	\$ _____
	Adjusted Maximum Reimbursable Amount	

If you need clarification or additional information to make this temporary transfer, please contact me at *telephone #* _____ or *email address* _____ or *Name of LPC designee*, _____ for _____ County at *telephone # and email address*.

Thank you for your assistance.

Sincerely,

Authorized Agency Representative
Full Name, Title

California Department of Education
November 1, 2009

_____ Field Services Consultant, Child Development Division
and _____ Fiscal Services Staff, California Department of Education
1430 N Street, Suite #3410 and Suite #2213
Sacramento, CA 95814

Re: Request to Accept Temporary Transfer of the California Department of Education (CDE) Contract Funds

Dear _____:

I am writing on behalf of Accepting Contracting Agency Name to request that \$_____ be temporarily transferred to Contract #_____ for the 2009/2010 contract year from another contractor in good standing by mutual, voluntary agreement. I anticipate that our program will be able to fully earn this augmentation by serving children in our existing licensed spaces.

By accepting the temporary transfer of CDE contract funds, I agree to the following:

- This transfer is temporary and voluntary.
- CDE may require additional fiscal information and documentation to make a final determination regarding this request.
- The Daily Reimbursement Rate in place for each agency will not change during the contract year.
- This contract may revert to its original Maximum Reimbursable Amount (MRA) at the end of this contract year, with any applicable Cost of Living Adjustment (COLA) or other adjustment applied, subject to continued funding appropriated in the annual Budget Act.
- All contracts may still be subject to the Child Development Fiscal Services annual contract review process.
- All parties agree 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, 2010.

Contract # _____	Original MRA	\$_____
Contract Year:	Amount to be transferred to this contract	\$_____
	Adjusted MRA	\$_____

If need additional information or clarification to approve this temporary transfer, please contact me at: *telephone #* _____ or *email address* _____ or contact *Name of LPC designee*, _____ for _____ County at: *telephone #* _____ and *email address* _____. Thank you for your assistance.

Sincerely,

Authorized Agency Representative/ Full Name, Title

Date

Alice Trathen
Field Services Consultant
Child Development Division
Suite 3410

Stephen Propheeter
Fiscal Services Staff
California Department of Education
Suite 2213

Re: Summary Request for Temporary Interagency Transfer of Funds

Under the new process for the voluntary, temporary transfer of funds between California Department of Education (CDE) contractors, I am writing to you on behalf of insert Contractor Agency Name and insert Accepting Contractor Agency Name to summarize their mutual, voluntary, temporary agreement to request a temporary transfer of funds between their respective contract type contracts for the 2009/2010 contract year.

County: Sacramento

Transfer From		Transfer To	
Insert Contracting Agency Name		Insert Contracting Agency Name	
Original MRA	\$	Original MRA	\$
Contract #		Contract #	
Amount to Deduct=	-\$	Amount to Add=	+\$
Temporary Transfer Adjusted Contract MRA		Temporary Transfer Adjusted Contract MRA	
Minimum Days of Operation		Minimum Days of Operation	

Attached are copies of each contracting agency's Voluntary Temporary Transfer Request Forms.

Both contracting Agencies agree:

- This transfer of contract funds is temporary and voluntary.
- CDE may require fiscal information and documentation to make a final determination regarding this request.
- The Daily Reimbursement Rate in place for each agency will not change during the contract year.
- Both contracts may revert to their original MRA amounts, at the end of this contract year, with any applicable Cost of Living Adjustment (COLA) or other adjustments applied, subject to continued funding appropriated in the annual Budget Act.
- All contracts may be subject to the Child Development 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, 2010.

If you have questions or need additional information about our combined request, please contact me at: telephone # _____ or email address_____. Thank you for helping our county serve more eligible young children and their families.

Sincerely,

LPC Designee

cc: Eddie Yamamoto, Fiscal Services Staff Manager
Encl: Contractor Request Form, Contract Face Sheets



Sacramento County Local Child Care & Development Planning Council

VOLUNTARY TEMPORARY TRANSFER OF FUNDS (VTT) REQUEST FORM

Intro blub here

A. Contractor Information		
Agency Name		Date
Executive Director or Authorized Signatory		E-mail
		Telephone Number
Person Submitting Request (If Different Than Above)		E-mail
		Telephone Number
Agency Address		
B. COMPLETE THIS SECTION IF YOUR AGENCY IS VOLUNTEERING TO TEMPORARILY RELEASE FUNDS FOR FY 2009-10 ONLY		
Amount to be Transferred		Contract Type
\$		
Contract Number	Current MRA	Vendor Number
<i>Explain the reason for projected under-earnings:</i>		
<i>If your agency will be serving fewer children, provide information about which communities (zip codes) in your service area will be affected.</i>		
Community Name or Zip Codes	Number of Children	Ages of Children



Sacramento County Local Child Care & Development Planning Council

VOLUNTARY TEMPORARY TRANSFER OF FUNDS (VTT) REQUEST FORM

C. COMPLETE THIS SECTION IF YOUR AGENCY IS VOLUNTEERING TO ACCEPT ADDITIONAL FUNDS TO SERVE MORE CHILDREN IN 2009-10		
Amount to be Transferred \$	Contract Type	
Contract Number	Vendor Number	
Estimated Number of Additional Children		Period of Time (Number of Weeks, Months, etc.):
Estimated Additional Child/Days of Enrollment		
<i>Demonstrate that your agency currently has licensed spaces to serve the additional children. It is understood that this is only an estimate.</i>		
Service Area, Community Name or Zip Codes	Number of Spaces	Ages of Children
<i>If the agency's request for additional funds is due to projected over-earnings, please demonstrate your projections (reasons for over-earning).</i>		
Explain over-earnings projections for 2009-10:		
<div style="text-align: center; font-size: 2em; opacity: 0.3; pointer-events: none;">DRAFT</div>		
<i>If the agency is requesting additional funds to serve more children or address over-earnings projections, estimate the expenditures expected to be incurred in serving the additional children or in over-earning. Estimated amounts should apply only to transferred funds.</i>		
Category	Amount	Explanation
Staff Costs		
Rent/Facility		
Materials/Supplies		
Administration		

PLEASE NOTE:

This request is not a guarantee that a fund transfer will take place or that the amount requested will be approved. Final approval for any transfer is made by CDE. It is understood that the agency in volunteering to participate in the VTT process is only estimating its under-earnings or potential to earn more. The information provided by an agency completing this form will be used to determine the likely capacity of the agency to relinquish funds or to utilize transferred funds for fiscal year 2009-10. It is not meant to be a binding statement of service.



Sacramento County Local Child Care & Development Planning Council

VOLUNTARY TEMPORARY TRANSFER OF FUNDS (VTT) REQUEST FORM

By temporarily releasing / accepting these California Department of Education (CDE) contract funds, I agree to the following:

- This transfer is temporary and voluntary.
- CDE may require additional fiscal information and documentation to make a final determination regarding this request.
- The Daily Reimbursement Rate in place for each agency will not change during the contract year.
- This contract may revert to its original Maximum Reimbursable Amount (MRA) at the end of this contract year, with any applicable Cost of Living Adjustment (COLA) or other adjustment applied, subject to continued funding appropriated in the annual Budget Act.
- All contracts may still be subject to the Child Development Fiscal Services annual contract review process.
- All parties agree 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, 2010.

Signature of Executive Director or Authorized Signatory

Date

Submit completed request forms to: Contact Name
Address & Email
Phone Number