

Date

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Fiscal Services Staff  
California Department of Education  
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**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