

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