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| Area: | Management Systems |
| Subject: | MS25 – Transfer of CDE Contract Funds |
| Reference: | Management Bulletin 09-07 |
| Policy: | To ensure all child care and development funds appropriated are fully utilized within the fiscal year, the Stanislaus Child Development Local Planning Council (SCDLPC) will facilitate the voluntary, temporary transfer of funds between state contractors within Stanislaus County. |

Procedure:

1. On March 1st and September 1st of each year, The SCDLPC Coordinator will distribute a information letter and response form regarding the voluntary, temporary transfer of funds between state contractors in Stanislaus County
2. State contractors will identify their interest in transferring state funds by completing and submitting the response form to the SCDLPC Coordinator by March 15th or September 15th of each year
3. SCDLPC Coordinator will review all requests submitted.
 - a. SCDLPC Coordinator will connect like contractors by providing contact information of those willing to accept/release funds for that fiscal year.
 - b. SCDLPC will consider current needs and resources, and identify priority areas for receiving transfers when working with multiple contractors
 - c. When requests to release funds exceeds request to accept funds, the SCDLPC Coordinator will send out a letter to like contractors to potentially identify contractors who may be interested in accepting funds
 - d. With approval of the Child Development Supervisor II, SCDLPC will contact the CDE consultant when unable to identify willing participants to transfer funds too
4. Contractors will form an agreement with each other to accept/release funds. After an agreement has been reached each contractor must complete a form letter provided by SCDLPC to request the acceptance/release of the CDE contract funds. The form letter must be on agency letterhead and signed by the agency authorized representative. The acceptance/release form letters will be submitted to the SCDLPC
5. SCDLPC Coordinator will complete a “Summary Request for Temporary Interagency Transfer of Funds”
6. The summary and transfer requests will be reviewed with the Child/Family Services Executive Director
7. SCDLPC Coordinator will submit all documentation regarding transfers to the California Department of Education (CDE) for review during one of the following submission periods:
 - a. November 1st to November 15th
 - b. May 1st to May 15th
8. CDE will review all transfer requests, and make the final decision regarding approval and amount of transfers

9. CDE will notify both contractors and the SCDLPC whether the transfer is approved or not
10. SCDLPC Coordinator will maintain copies and file all transfer documentation on the H Street office community shelf

Supervised by: Child Development Supervisor II

Performed by: SCDLPC Coordinator

Forms needed: Request to Temporarily Transfer State Funds Response Form; CDE Form Letter – Request to Accept Temporary Transfer; CDE Form Letter – Summary Request for Temporary Interagency Transfer of Funds; CDE Form Letter – Request a Temporary Fund Release and Transfer of Funds from Contract

Frequency: Two times per year