



Voluntary, Temporary Transfer of Funds Process

For the California Department of Education, Child Development Division Title 5 Contractors in Santa Clara County

REQUEST FORM (please list your answers on a separate page)

1. Contract type (i.e. CCTR, FCCHN, CSPP, CMIG, etc.)
2. To which service area the funds had been assigned (or will be assigned if received) and ages served/to be served and the current priorities of those service areas (see 2009 Priorities Report Form)
3. Amount of funds to be transferred or accepted
4. Estimated number of children or child days of enrollment the received funds will support over what period of time within the current fiscal year
5. The availability of spaces or sites to provide more service
6. The reason why an agency estimates it will under-earn its contract (if transferring funds)
7. Estimated expenditures related to the accepted funds
8. Agency's projections of earnings (in the case of an agency which may be over-earning)
9. Name and contact information for the Executive Director or individual responsible for signing state contracts; and
10. Name of CDE field consultant.

Deadline to submit a request form to the Coordinator is **April 30, 2010** for the May 1-15 CDE deadline. Please submit your Form to via mail to:

Michael Garcia, Staff LPC Coordinator
Local Early Education Planning Council of Santa Clara County
1290 Ridder Park Drive, MC 227
San Jose, CA 95131

OR YOU MAY FAX TO (408) 453-6596 OR EMAIL TO Michael_Garcia@sccoe.org