



Child Care Planning Committee



TEMPORARY VOLUNTARY TRANSFER OF FUNDS (TVTF) REQUEST FORM

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 2010-11 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 are affected.</i>			
Community Name or Zip Codes	Number of Children	Ages of Children	
C. COMPLETE THIS SECTION IF YOUR AGENCY IS VOLUNTEERING TO ACCEPT ADDITIONAL FUNDS FOR FY 2010-11			
Amount to be Transferred \$		Contract Type	
Contract Number		Vendor Number	
<i>For FALL 2010 requests, agencies must use funds to provide more Child Days of Enrollment (CDEs).</i>		<i>For SPRING 2011 requests, agencies must currently be over-earning the MRA or project over-earnings by June 2011.</i>	
Estimated increase in CDE's	#	Estimated Over-earnings	\$

For FALL 2010: Demonstrate that your agency currently has licensed spaces to serve the additional children and provide more CDEs. It is understood that this is only an estimate.

Service Area, Community Name or Zip Codes	Number of Spaces	Ages of Children

For SPRING 2011 Requests, agencies must be currently over-earning their MRA. If the agency's request for additional funds is due to projected over-earnings, explain over-earnings projections for 2010-11:

Your projections should be supported by quarterly reports submitted to California Department of Education (CDE).

*If the agency is requesting additional funds to **address over-earnings** projections, estimate the expenditures expected to be incurred in over-earning. **Estimated amounts should apply only to requested transfer funds.***

Category	Amount	Explanation
Staff Costs		
Rent/Facility		
Materials/Supplies		
Administration		

PLEASE NOTE:

This request is no guarantee that any 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 TVTF 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 2010-11. It is not meant to be a binding statement of service.