

**Local Process for Facilitating Voluntary, Temporary, Child Development Division
Contract Fund Transfers For Yolo County**

- Local Childcare Planning Council (LPC) will send out letters to all Child Development Division (CDD) contractors/agencies in the county regarding the opportunity for transfer of funds. The letter will include the local process, submission timelines, links to required forms and any additional relevant information.
- Interested agencies will submit their transfer request form (to either release or receive funds) on their letterhead to the LPC according to submission guidelines.
- The Transfers of Funds Subcommittee will meet and review all submissions of transfer request forms. The Child Development Division Field Services Consultant and Fiscal Services Analysis will be advised of all submissions.
- The Transfer of Funds Subcommittee will have brief discussions with all applicants. Agencies applying to receive funds will be asked to describe their plan for expending additional funds and the minimum or maximum amount of additional funding they can accept. Agencies applying to release funding will be contacted to assure that they fully understand the transfer process.
- Based on applicants request and their plans for expending funds, the Transfer of Funds Subcommittee will submit a transfer recommendation to CDD. This transfer recommendation will be based on the LPC's most recent Local Priorities, YCEL high demand areas and the LPC's Needs Assessment.
- CDD will make their final transfer decisions based on applicants meeting their contractual obligations, their current program status and the LPC recommendations.
- CDD will contact the applicants and LPC staff directly regarding the outcome of the transfer process.

Submission Guidelines for all applicants for First Transfer of Funds Opportunity

Transfer request forms must be received by November 4, 2009 at 5:00pm at the Yolo County Office of Education. They may be faxed, e-mailed, mailed, or hand submitted to Yolo County Office of Education.

Fax Number 530-668-3831, e-mail to rebecca.foster@ycoe.org.

All mailed forms should be sent to:
Yolo County Office of Education
Child Care Planning Council
Transfer of Funds Subcommittee
1280 Santa Anita Court, Suite 140
Woodland, CA 95776