



VOLUNTARY, TEMPORARY TRANSFER OF FUNDS (VTTF) 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 _____

Amount to be Transferred \$	Contract Type	Vendor Number
Contract Number	Current MRA	Current MDO

Explain the reason for projected under-earnings:

If your agency will be serving fewer children, provide information about which communities (zip codes) in your service area are affected.

Community Name and Zip Codes	Number of Children	Ages of Children

C. COMPLETE THIS SECTION IF YOUR AGENCY IS VOLUNTEERING TO ACCEPT ADDITIONAL FUNDS FOR FY _____

Amount to be Transferred \$	Contract Type	Vendor Number
Contract Number	Current MRA	Current MDO

For SPRING requests, agencies must currently be over-earning the MRA or project over-earnings by June 30th of the current fiscal year.

Estimated increase in CDE	#	Estimated over-earnings	\$
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If the agency's request for additional funds is due to projected over-earnings for FY _____, please explain.

Your projections should be supported by quarterly reports submitted to 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		
D. CALIFORNIA DEPARTMENT OF EDUCATION CONTACTS		
	Name	E-mail Address
Field Consultant		
Fiscal Analyst		

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 VTTF 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 the current fiscal year. It is not meant to be a binding statement of service.