**VOLUNTARY, TEMPORARY TRANSFER OF FUNDS (VTTF)**

**Notification**

**To:** **All California Department of Education/Early Education Division (CDE/EED) Contracted Programs and California Department of Social Services/Child Care and Development Division (CDSS/CCDD) Contracted Programs**

**From: The Los Angeles County Local Child Care and Development Planning Council (LPC).**

The VVTF is a process established by CDE/EED and CDSS/CCDD to ensure contract funds are fully utilized to serve eligible children within each county and throughout the state. CDE/EED and CDSS/CCDD-contracted programs anticipating under- or over-earning their contracts for Fiscal Year 2023-24 have an opportunity to request a Voluntary, Temporary Transfer of Funds (VTTF) from CDE/EED and/or CDSS/CCDD to transfer funding from one agency to another agency. Eligible contract types include CAPP, CCTR, CSPP, and CFCC.

Documentation to initiate the VTTF must be submitted to the LPC Coordinator for review. In Los Angeles County the Child Care Planning Committee (Planning Committee) serves as the LPC. More information on the VTTF process and the VTTF Request Forms are available on the Planning Committee website at <https://childcare.lacounty.gov/planning-committee-2/#1556031975116-fc4acc99-8be0>.

**Deadlines to submit a request for a VTTF to the Los Angeles County LPC Coordinator**

**Requests for CDSS Contract VTTF Due Date: April 5th, 2024**

**Requests for CDE Contract VTTF Due Date: April 19th, 2024**

If you have any questions please contact Zenaida Meza, LPC/Child Care Planning Committee Coordinator by e-mail at [zmeza@ph.lacounty.gov](mailto:zmeza@ph.lacounty.gov) or Chandra Lewis, Management Analyst at [CLewis@ph.lacounty.gov](mailto:CLewis@ph.lacounty.gov).

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