Voluntary, Temporary Transfer of Funds Orientation

Los Angeles County
Local Child Care and Development Planning Council (LPC)

Thursday, October 15, 2026

Overview of Presentation

- California Department of Education and California Department of Social Services Charge
- Purpose of VTTF
- Over-earnings versus Under-earnings
- Forms to Complete
- Timeline

California Department of Education and California Department of Social Services

Local Child Care and Development Planning Councils (LPCs) coordinate the process between the California Department of Education (CDE) and California Department of Social Services (CDSS) - contracted early care and education programs that may be under- or over-earning their contracts.

* The Child Care Planning Committee services as Los Angeles County's local child care and development planning council.

Purpose of VTTF

To allow for the inter-agency transfer of funds between CDE/CDSS-contracted programs with like contracts to ensure that funds are retained within the county to meet the needs of income eligible families.

Contracts that are eligible to participate: CCTR, CMIG, CMAP, CFCC, CHAN,CAPP, and CSPP.

Note 1: The CDE and CDSS has a process for handling requests for intra-agency transfers of funds between CCTR, CAPP, FCHN, and CSPP contracts from organizations with both contract types. However, Proposition 98 funds cannot be transferred into a CCTR contract. As such, contractors must review their CSPP contract face sheets to identify the sources of funding (state and/or federal).

Note 2 for LEAs: As of FY 2015-16, Local Education Agencies (LEAs) and Community College Districts (CCDs) with CSPP contracts are funded entirely by Proposition 98 funding. As such, they cannot request intra-agency transfers between their CCTR and CSPP contract. However, they may participate in the VTTF administered by the Child Care Planning Committee.

Over-Earning Versus Under-Earnings

- Over-earnings – agency estimates exceeding its contract amount and therefore is applying to accept funds from another agency that expects to not fully spend its contract

- Under-earnings – agency anticipates not fully spending its contract and therefore is willing to release its unspent funds to an agency that is over-earning its contract

Process

1. Outreach to CDE/CDSS-contracted agencies
2. Orientation
3. Agencies complete and submit VTTF Request Form
4. Child Care Planning Coordinator (Coordinator) verifies requests with CDE/CDSS fiscal analyst
5. Coordinator prepares packets for submission to the CDE/CDSS
6. CDE/CDSS approves or denies the VTTF and informs the agencies and copies the Coordinator
7. Coordinator reports results to Planning Committee

VTTF Forms



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 2025-2026		
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 2025-2026			
Amount to be Transferred $	Contract Type	Vendor Number	
Contract Number	Current MRA	Current MDO	
For SIRGNC 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	$



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 or CDSS.

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. CDSS or CDE 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 or CDSS. 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.

DEFINITIONS:

MRA – Maximum Reimbursable Amount (if applicable)
MDO – Minimum Days of Operation (if applicable)

Voluntary, Temporary Transfer of Funds Request
Form Updated – October 07, 2025
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VTTF FORMS

CHILD CARE PLANNING COMMITEE
POLICY • PLANNING • PRACTICE

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	

COUNTY OF LOS ANGELES
OFFICE FOR THE ADVANCEMENT OF EARLY CARE AND EDUCATION

VTTF Forms

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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**

VTTF Forms

C. COMPLETE THIS SECTION IF YOUR AGENCY IS VOLUNTEERING TO ACCEPT ADDITIONAL FUNDS FOR FY 2026-2027		
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 or CDSS	#	**Estimated over-earnings**	**$**

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 or CDSS.

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		

VTTF Forms

D. CDSS or CDE CONTACTS	Name	E-mail Address
Field Consultant		
Fiscal Analyst		

TIMELINE

- October 12th – Launch of VTTF
- October 15th from 2:00PM-3:00PM – VTTF Virtual Orientation
- October 30th – VTTF Forms Due (suggested to submit earlier to give time for edits)
- October 31st – OAECE works with agencies to prepare letters to CDE/CDSS
- November 1-15 – Packets due to the CDE/CDSS

Comments or Questions

COMMENTS OR QUESTIONS?

Next Steps

Contact: Simone Taylor
staylor@ph.lacounty.gov

More information on VTTF available at Child Care Planning Committee – Office For The Advancement of Earlyhttps://childcare.lacounty.gov/lpc/#1791318675970-c8631b3a-775b Care And Education

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