



VOLUNTARY, TEMPORARY 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 2015-16 ONLY			
Amount to be Transferred \$	Contract Type	Vendor Number	
Contract Number	Current MRA	Current MDO	
<i>Explain the reason for projected <u>under-earnings</u>:</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 and Zip Codes	Number of Children	Ages of Children	
C. COMPLETE THIS SECTION IF YOUR AGENCY IS VOLUNTEERING TO ACCEPT ADDITIONAL FUNDS FOR FY 2015-16			
Amount to be Transferred \$	Contract Type	Vendor Number	
Contract Number	Current MRA	Current MDO	
<i>For SPRING 2014 requests, agencies must currently be over-earning the MRA or project over-earnings by June 2014</i>			
Estimated increase in CDE	#	Estimated over-earnings	\$



If the agency's request for additional funds is due to projected over-earnings, please explain over-earnings projections for 2014-15.

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		

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 2014-15. It is not meant to be a binding statement of service.