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Santa Cruz County Procedure for Facilitating Transfers of Funds Voluntary Temporary Transfer Process (VTTP)

Adopted on _____

The Santa Cruz County LPC designates the LPC coordinator the designee, pursuant to Management Bulletin 09-07, for coordinating voluntary temporary transfer of funds under the council-approved local policy and the state guidelines provided by the California Department of Education, Child Care Division (CDE/CDD). The Coordinator will be assisted by a Committee described below.

- A. The Santa Cruz County Subsidized Programs Consortium, a subcommittee of the Santa Cruz County Local Planning Council, especially in relation to the Voluntary Temporary Transfer Process, expresses its intent to minimize the need for use of the VTTP by
 - maintaining transparency in our monthly SPC meetings such that those contractors experiencing over- or under-expenditure of its contracts and
 - coordinating regular communications among contractors such that we are less likely to be caught unaware when colleagues need assistance, through regular monthly meetings, conference calls and emails and
 - providing technical assistance to contractors who are over- or under-expending in advance of the possible need for the VTTP
 - assuring that minutes of meetings include references to the types of contract money that may be available so contractors can better plan in advance for requests
- B. LPC coordinator will convene a closed session contractor meeting in the month before the open period as specified in the current applicable CDD Management Bulletin to reiterate the process and answer questions from contractors. Whenever possible, this shall be the regular meeting of the Subsidized Programs Consortium, a subcommittee of the Child Care Planning Council. Open discussion of intent to request or offer will be encouraged at this to meeting, as Santa Cruz County has long enjoyed, and continues promote, coordination and mutual trust among contractors and a transparent process for resolving local issues.
- C. At the aforementioned meeting or any time before the first day of each open period, any contractor interested in offering or requesting funds will confirm to the LPC coordinator the amount of funding needed or available and other relevant information (contract # and type, name of person signing).
- D. A standing committee of at least 2 members familiar with the internal workings of the subsidy system and local resources and needs, but with no status as interested parties, will work with the LPC coordinator to develop a preliminary local recommendation and will present this at the a special meeting for this purpose. For each request period, one or more individuals who represent local contractors that will not participate as requesting funds

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or requesting temporary transfer of their own funds may be added as voluntary ad hoc members of the Committee.

- The Committee will analyze the balance between amounts requested and offered, including the feasibility of the transfer offered and requested. The Committee may contact the appropriate CDD fiscal and program consultants to support the analysis of feasibility (to confirm that contract types match, that no impediments to the transfer request exist). If CDD indicates that the request should not go forward, the Coordinator will inform the appropriate interested parties.
- The recommendations of the Committee will be developed in a meeting with participating contractors before they are submitted to CDD to provide an opportunity for presentation of mitigating information that might influence or alter the Committee's recommendation.

a. If more funds are offered than requested,

The Committee will work with the Coordinator to assign amounts or partial amounts to contractors, based on their requests for temporary additional funding or for temporary transfer of their contract funds. Coordinator contacts CDE to inform them of excess available for other counties after insuring that all eligible local contractors have considered participation in the VTTP for the round.

Example

Participating Contractor	Type of Contract	Fund Request	Fund Release	Recommended Transfer
Contractor A	CSPP		40,000	
Contractor B	CSPP		20,000	
Contractor C	CSPP	50,000		20,000 from Contractor B and 30,000 from Contractor A

b. If more funds are requested than offered,

The Committee and Coordinator first will consider the request for prioritized allocations based on the following criteria*:

- Readiness for implementation
- The current priority report
- The program narrative of contract
- The geographic location of the offering and requesting program
- And any other criteria as identified by CDE

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- Special and/or unusual circumstances reflecting local needs such as:
 - 1) Established over earning
 - 2) expansion to serve temporary immediate need
 - 3) Retention of full day care

Also considered will be issues related to continuity of care, potential for immediacy of providing care by the requesting contractor, and past requests/offers of funds through the VTTP or the prior informal process that has been in use locally.

Example

Participating Contractor	Type of Contract	Fund Request	Fund Release	Recommended Transfer
Contractor A *	CCTR		100,000	
Contractor B *	CCTR		20,000	
Contractor C *	CCTR	50,000		38.5% of available funds = \$46,154
Contractor D *	CCTR	80,000		61.5% of available funds = \$73,846
Contractor E *	CCTR	15,000		Insufficient funds to meet request

* Criteria for prioritized allocations.

- I. The recommendations of the Committee will be developed in a meeting with participating contractors before they are submitted to CDD to provide an opportunity for presentation of mitigating information that might influence or alter the Committee's recommendation.
- II. Coordinator fills out required CDE/CDD forms and obtains contractor signatures.
- III. Coordinator mails forms to CDE/CDD.
- IV. CDE/CDD approves or disapproves request of voluntary, temporary contract transfer and notifies the relevant contractors and LPC coordinator.

If transfer is not approved by CDD, only the relevant (participating) contractors are notified of the reason.