

**Santa Cruz County Local Planning Council Policy for Facilitating
Transfers of CDE/CDD Funds for the
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 can explore various options in a safe, supportive environment
 - Coordinating regular communication among contractors,
 - 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 contracts, CSPP or CCTR that may be available so contractors can better plan in advance for requests.
- B. LPC coordinator (designee) will follow procedures that are outlined in Management Bulletin 09-07. Please see attached.