

Policy & Procedure
Monterey County Child Care Planning Council
Facilitation of Identifying the Voluntary Transfer of CDE Funds
Approved December 8, 2009

Issues: The Monterey County Child Care Planning Council (CCPC) is required by Management Bulletin 09-07 of the California Department of Education (CDE), Child Development Division (CDD) to establish, adopt, and approve a local procedure to ensure a fair and transparent process to facilitate the identification of overspending and underspending of CDD child care contracts within the County.

Goal: The objective is to provide opportunities to CDD child care contractors to help each other spend out all contracted amounts allocated in Monterey County.

Policy: The CCPC shall establish procedures to facilitate the transfer of funds between established CDE child care contractors.

Procedures:

1. The CCPC Coordinator will contact each contractor at the beginning of each fiscal year to assure proper contact information.
2. All CDE contractors shall be invited to attend meetings and special meetings of the CCPC. CDE area consultants will be invited to attend specific meetings.
3. The CCPC Coordinator will maintain a database with CDE contracts in Monterey County and update that database two times per year.
4. Upon request of a CDE Child Care Contractor, the CCPC and Coordinator will provide contact information of other CDE Contractors and/or CDE Staff to assist in the transfer of funds.
5. The CCPC will attain electronic forms and/or establish forms to be used with CDE to assist in the transfer of funds.
6. The CCPC will assure all efforts are aligned with protocols published in Management Bulletin 09-07.
7. The CCPC Coordinator will provide regular reports at full Council meetings.

Attached/linked for reference: Management Bulletin 09-07
<http://www.cde.ca.gov/sp/cd/ci/mb0907.asp>