



District Business and Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 20-015

Date: December 4, 2019

To: District Chief Business Officers
District Fiscal Directors
District Human Resource and Payroll Manager
Charter School Administrators

From: Nghia Do, District Business Advisor

Re: FY 2019-20 Classified School Employee Summer Assistance Program (CSESAP)

The purpose of this bulletin is to inform districts that the total funding of the CSESAP for fiscal year 2019-20 is \$36,000,000. For districts that elect to participate, the program provides up to one dollar (\$1) for each one dollar (\$1) match on amounts withheld from district's classified school employees who are eligible and elect to participate during the 2020-21 school year.

Details about the CSESAP including the Frequently Asked Questions can be found on the California Department of Education (CDE) website:

<https://www.cde.ca.gov/fg/aa/ca/csesap.asp>

<https://www.cde.ca.gov/fg/aa/ca/csesapfaqs.asp>

Below is the summary of important program dates:

Classified School Employee Summer Assistance Program (CSESAP) Program Funding Fiscal Year 2019-20 Important Dates	
By January 1, 2020	County offices of education (COE) and school districts that elect to participate in the program must notify their classified school employees.
By March 1, 2020	Classified employees that elect to participate in the program shall complete the election form and submit to their district's Payroll Department. A new form will be available on the CDE website in January 2020.
By April 1, 2020	County offices of education and school districts must notify the California Department of Education (CDE) of election to participate in the program, specify the number of classified employees that have elected to participate, and estimate the total amount to be withheld from participating classified employee paychecks in the 2020-21 school year.
TBD	CDE will notify the district of the estimated state match funds can expect to receive.

**Classified School Employee Summer Assistance Program (CSESAP)
Program Funding Fiscal Year 2019-20
Important Dates**

By June 1, 2020	Districts are required to notify participating classified employees the amount of estimated state match funds the participating classified staff can expect to receive as a result of participating in the CSESAP.
30 days after the start of the 2020-21 school year	After receiving the notification from the district, a classified employee may withdraw his/her election to participate in the CSESAP or reduce the amount to be withheld from his/her paychecks, by notifying the district no later than 30 days after the start of the 2020-21 school year. The statute for the CSESAP does not define the date for the start of the school year. This will be determined by the districts.
During the 2020-21 school year	Districts will withhold the specified amount from an employee’s monthly paychecks (up to 10% gross earnings) that the employee indicated on the election form. <ul style="list-style-type: none"> ➤ Employees who separate from employment during the 2019-20 school year are not entitled to the match fund. However, districts will pay the employees any amounts withheld during participation.
By July 31, 2021	Districts are required to submit a web-based form to request payment from the CDE on or before July 31, 2021, for the amount withholding from the classified employee pays. If the total amount requested by participating COE(s)/districts exceed the appropriated amount available for the CSESAP, the CDE will apply a proration accordingly.
During summer recess in 2021	Districts are required to pay classified employees amounts withheld plus the state match funds. The summer recess payments are to be made either in one or two payments, as specified by the classified employees at the time of enrollment.

Please distribute this memo within your District as deemed appropriate.