



## District Business and Advisory Services

Bulletin: 23-010

Date: November 2, 2022

To: District Fiscal Directors  
 District Human Resource and Payroll Managers  
 District Human Resource and Payroll Personnel

From: Susan Ady, Director - District Business Services  
 Nghia Do, Advisor - District Business Services

Re: Fiscal Year 2022-23 Classified School Employee Summer Assistance Program (CSESAP) for the School Year 2023-24

The purpose of this memorandum is to inform districts that the total funding of the CSESAP for fiscal year 2022-23 is \$90,000,000. For districts that elected to participate, the program provides up to a dollar (\$1) for dollar (\$1) match on amounts withheld from eligible classified school employees who choose to participate during the 2023-24 school year.

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

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

<https://www.cde.ca.gov/fg/aa/ca/csesapfaqs20.asp>

Below is the summary of important program dates:

Classified School Employee Summer Assistance Program (CSESAP) Program Funding Fiscal Year 2022-23 for School Year 2023-24 Important Dates	
<b>By January 1, 2023</b>	County offices of education (COE) and school districts that elect to participate in the program must notify their classified school employees.
<b>By March 1, 2023</b>	Classified employees that elect to participate in the program shall complete the election form and submit it to their district's Payroll Department. Link to the Employee Election Form: <a href="https://www.cde.ca.gov/fg/aa/ca/documents/csesap20employeeform.pdf">https://www.cde.ca.gov/fg/aa/ca/documents/csesap20employeeform.pdf</a>
<b>By April 1, 2023</b>	COE(s) 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 2023-24 school year. <b>A web-based application will be opened on the CDE's website around March 1, 2023, through April 1, 2023.</b>

**Classified School Employee Summer Assistance Program (CSESAP)  
Program Funding Fiscal Year 2022-23 for School Year 2023-24  
Important Dates**

<b>By May 1, 2023</b>	CDE will notify COE(s) and the districts of the estimated state match funds they can expect to receive.
<b>By June 1, 2023</b>	Districts are required to notify participating classified employees of the amount of <b>estimated</b> state match funding the participating classified staff can expect to receive as a result of participating in the program.
<b>30 days after the start of the 2023-24 school year</b>	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 2023-24 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.
<b>During the 2023-24 school year</b>	The district will withhold the specified amount from an employee's monthly paychecks (up to 10% of gross salary) that the employee indicated on the election form. <ul style="list-style-type: none"> <li>➤ Employees who separate from employment during the 2023-24 school year: <ul style="list-style-type: none"> <li>✚ Are not entitled to the match fund if the employees request to receive the funds withheld from their monthly paychecks during the school year at the time of separation.</li> <li>✚ Entitled to the match fund if the employees do not request to immediately receive the funds withheld from their monthly paychecks during the school year.</li> </ul> </li> </ul>
<b>By July 31, 2024</b>	Districts submit a web-based form to request payment from the CDE on or before July 31, 2024, 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.
<b>During summer recess in 2024</b>	Districts are required to pay their classified employees the 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.*