



Santa Clara County Office of Education

Mary Ann Dewan, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara School Districts

District Business and Advisory Services

Bulletin: 23-026

Date: May 12, 2023

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: Classified School Employee Summer Assistance Program (CSESAP): Schedule of the Estimated State Match Funding for the School Year 2023-24

Based on the estimated data report, the California Department of Education (CDE) has determined that a participating classified employee can expect to receive State Match Funding equal to approximately eighty cents (\$0.80) for each one dollar (\$1) that the classified employee elected to withhold monthly in the 2023-24 school year. The CDE will make the required apportionment for the match funds in August 2024.

Per the CDE's letter dated May 1, 2023, the schedule of the estimated amount of State Match Funding for each participating school district is available under "CSESAP 2022 Funding Results" on the CDE website at

<https://www.cde.ca.gov/fg/fo/r14/csesap22result.asp>

For Santa Clara County, the estimated total State Match Funding in the amount of \$4,059,789.00 will be made available for participating school districts. Please see below the details of the State Match Funding by district and the summary of important program dates.

Please distribute this memo within your District as deemed appropriate.

Classified School Employee Summer Assistance Program					
Estimated Amount of State Match Funding for the 2023-24 School Year					
County Name	Full CDS Code	Local Educational Agency	Number of Participating Classified Employees	Estimated Amount to be Withheld from Participating Classified Employees During the 2023-24 School Year	Total Revised Estimated Amount of State Match Funding [\$0.80 Per \$1.00 Withheld]
Santa Clara	43104390000000	Santa Clara County Office of Education	140	\$282,300	\$226,131
Santa Clara	43693690000000	Alum Rock Union Elementary	73	\$149,796	\$119,991
Santa Clara	43693770000000	Berryessa Union Elementary	142	\$274,697	\$220,040
Santa Clara	43693930000000	Campbell Union	70	\$180,000	\$144,185
Santa Clara	43694270000000	East Side Union High	202	\$656,696	\$526,033
Santa Clara	43694350000000	Evergreen Elementary	128	\$326,582	\$261,602
Santa Clara	43694500000000	Franklin-McKinley Elementary	107	\$281,281	\$225,314
Santa Clara	43694680000000	Fremont Union High	90	\$290,795	\$232,935
Santa Clara	43695420000000	Luther Burbank	16	\$64,740	\$51,859
Santa Clara	43695910000000	Mountain View Whisman	95	\$229,079	\$183,499
Santa Clara	43696090000000	Mountain View-Los Altos Union High	33	\$130,000	\$104,134
Santa Clara	43696170000000	Mount Pleasant Elementary	39	\$117,453	\$94,083
Santa Clara	43696410000000	Palo Alto Unified	226	\$796,692	\$638,174
Santa Clara	43696740000000	Santa Clara Unified	288	\$801,456	\$641,990
Santa Clara	43696900000000	Sunnyvale	84	\$259,905	\$208,192
Santa Clara	43733870000000	Milpitas Unified	102	\$226,742	\$181,627
Countywide Total			1,835	\$5,068,214	\$4,059,789

By June 1, 2023	Districts are required to notify participating classified employees of the amount of <u>estimated</u> state match funding the participating classified staff can expect to receive as a result of participating in the program.
30 days after the start of the 2023-24 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 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.
During the 2023-24 school year	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"> ➤ Employees who separate from employment during the 2023-24 school year: <ul style="list-style-type: none"> ✚ 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. ✚ Are 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.
By July 31, 2024	Districts submit a web-based form to request payment from the CDE on or before July 31, 2024, for the amount of classified employee pay withheld. 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 2024	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.