



District Business and Advisory Services

Bulletin: 24-009

Date: December 4, 2023

To: District Fiscal Directors
District Human Resource and Payroll Managers

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

Re: Funding availability for the Classified School Employee Summer Assistance Program (CSESAP)
for the 2024-25 School Year

The purpose of this bulletin is to inform districts that the total funding of the CSESAP for fiscal year 2023-24 is \$90 million. For districts that elect to participate, the program provides up to a dollar-for-dollar match on amounts withheld from eligible classified school employees who choose to participate during the 2024-25 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/csesap23fundingltr.asp>

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

Below is a summary of important program dates:

Classified School Employee Summer Assistance Program (CSESAP) Program Funding Fiscal Year 2023-24 for School Year 2024-25 Important Dates	
By January 1, 2024	County offices of Education (COE) and school districts that elect to participate in the program must notify their classified school employees.
By March 1, 2024	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: https://www.cde.ca.gov/fg/aa/ca/documents/csesap23employeeform.pdf
By April 1, 2024	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 for the 2024-25 school year. A web-based application will be available on the CDE's website by March 2024.
By May 1, 2024	CDE will notify COE(s) and districts of the estimated state match funds they can expect to receive for the 2024-25 school year.

Classified School Employee Summer Assistance Program (CSESAP)
Program Funding Fiscal Year 2023-24 for School Year 2024-25
Important Dates

By June 1, 2024	Districts must notify participating classified employees of the <u>estimated</u> amount of state match funding the employee can expect to receive for participating in the program.
30 days after the start of the 2024-25 school year	After receiving the notification from the district, a classified employee may withdraw his/her election to take part 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 2024-25 school year. The statute for the CSESAP does not define the date for the start of the school year. This will be decided by the districts.
During the 2024-25 school year	<p>The district will withhold the specified amount from an employee's monthly paychecks (up to 10% of gross salary) that the employee writes down on the election form.</p> <ul style="list-style-type: none"> ➤ Employees who separate from employment during the 2024-25 school year: <ul style="list-style-type: none"> ✚ Employees are not entitled to the match funds if employees request to receive the funds withheld from their monthly paychecks during the school year at the time of separation. ✚ Employees are entitled to the match funds if employees do not request to immediately receive the funds withheld from their monthly paychecks during the school year.
By July 31, 2025	Districts must submit a web-based form to request payment from the CDE on or before July 31, 2025, for 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 2025	Districts must 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.