



District Business and Advisory Services

Bulletin: 25-013

Date: November 25, 2024

To: District Chief Business Officers
 District Directors of Fiscal Services
 District Human Resources 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 2025-26 School Year

The purpose of this bulletin is to inform districts that the total funding of the CSESAP for fiscal year 2024-25 is \$99 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 2025-26 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/csesap24fundingltr.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 2024-25 for School Year 2025-26 Important Dates	
By January 1, 2025	County offices of Education (COE) and school districts that elect to participate in the program must notify their classified school employees. After electing to participate in the program and notifying the employees, the COE and school districts are prohibited from reversing the decision.
By March 1, 2025	Classified employees who 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, 2025	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 2025-26 school year. A web-based application will be available on the CDE's website by March 2025.

**Classified School Employee Summer Assistance Program (CSESAP)
Program Funding Fiscal Year 2024-25 for School Year 2025-26
Important Dates**

By June 1, 2025	Districts must notify participating classified employees of the estimated amount of state match funding the employee can expect to receive for participating in the program.
30 days after the start of the 2025-26 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 2025-26 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 2025-26 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 2025-26 school year: <ul style="list-style-type: none"> ✚ Employees are not entitled to the matching 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 matching funds if employees do not request to immediately receive the funds withheld from their monthly paychecks during the school year.
By July 31, 2026	Districts must submit a web-based form to request payment from the CDE on or before July 31, 2026, for classified employee pay withheld. If the total amount requested by participating COE(s)/districts exceeds the appropriated amount available for the CSESAP, the CDE will apply a proration accordingly.
During summer recess in 2026	Districts must pay their classified employees the amounts withheld plus the state matching 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.