



District Business and Advisory Services

Bulletin: 26-016

Date: December 22, 2025

To: District Chief Business Officers
District Fiscal Directors
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 2026-27 School Year

The purpose of this bulletin is to inform districts that the total funding of CSESAP for fiscal year 2025-26 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 2026-27 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/csesap25fundingltr.asp>

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

Below is a summary of important program date

By January 1, 2026: 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 notify the employees; the COE and school districts are prohibited from reversing the decision.

By March 1, 2026: Classified employees who elect to participate in the program shall notify the COE or the school districts in writing, on a form prescribed by the California Department of Education (CDE) and submit it to their employer's payroll department. The employee election form will be available from the CDE's website soon.

By April 1, 2026: The COE and school districts must notify the 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 2026-27 school year.

A web-based application will be available on the CDE's website by March 2026.

By June 1, 2026: The COE and school districts must notify participating classified employees of the estimated amount of state match funding the employee received for participating in the program.

30 days after the start of the 2026-27 school year: After receiving the notification from the COE/districts, 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 COE/districts no later than 30 days after the start of the 2026-27 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 COE/districts.

During the 2026-27 school year: The COE/districts 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.

Important Note: Employees who separate from employment during the 2026-27 school year

- Employees are not entitled to 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 matching funds if employees do not request to immediately receive the funds withheld from their monthly paychecks during the school year.

By August 2, 2027: Districts must submit a web-based form to request payment from the CDE on or before August 2, 2027, for classified employee pay withheld. If the amount requested by participating COE/districts exceeds the appropriated amount available for CSESAP, the CDE will apply a proration accordingly.

During summer recess period following the 2026-27 school year: Districts must pay their classified employees the amount withheld plus the state matching funds. The summer recess payments can be made either in one or two payments, as specified by the classified employee at the time of enrollment. The summer recess period may vary for each district.

The CSESAP-participating COE/districts must ensure that classified employees meet certain eligibility criteria as a condition of participation in the CSESAP. The criteria below are applicable to the 2026-27 school year:

1. The employee must have been employed with the COE/districts for at least one year at the time the employee elects to participate.
2. The employee's regular work schedule/assignment must be 11 months or fewer, out of 12-month period. Any hours worked outside of the regular work schedule are excluded.
3. The employee's regular annual pay should be \$62,400 or less for an entire school year at the time of enrollment.

Please distribute this memo within your District as deemed appropriate.
