



# AZUSA

## UNIFIED SCHOOL DISTRICT

### CLASSIFIED SCHOOL EMPLOYEE SUMMER ASSISTANCE PROGRAM (CSESAP)



The District is pleased to announce that it will participate in the Summer Assistance Benefits for Classified Employees program, which was created by the State of California as part of this Education Omnibus Trailer Bill, AB 1808. This bill could provide classified employees who work less than 11 months per year with additional funds during the summer recess period in 2025.

This bill appropriates \$90,000,000 to the State School Fund for allocation by the State Department of Education (SDE) into the Classified School Employee Summer Assistance Program (CSESAP). This bill could provide classified employees who work less than 11 months per year with additional funds during the summer recess period in 2025.

Under this bill, LEAs may elect to participate in the program for the 2024-2025 school year, and eligible classified employees may elect to participate in the program. The program will provide the employee up to one dollar (\$1) for each one dollar (\$1) that the employee elects to have withheld from his/her monthly paycheck. The employee may elect to withhold up to 10% of his/her monthly pay during the school year.

### **Eligibility requirements:**

- The employee must have been employed here for at least one year at the time that the employee elects to participate in the program;
- The employee must be employed here for fewer than 11 months per fiscal year;
- The employee is not eligible if the employee's regular annual pay from the LEA is more than \$62,400 ("Regular annual pay" does not include any pay that the employee received during summer recess period in the previous fiscal year).

Completing the Employee Election Form is the **ONE AND ONLY** step to complete the CSESAP enrollment process. If employees submit the election form by **March 1, 2024**, they are enrolled in the program for the 2024-2025 school year.

### **Timeline for the 2024-2025 School Year:**

- **On or before January 1, 2024:** Human Resources will notify classified employees of their intent to participate in the Summer Assistance Program for the 2024-2025 School Year.
- **March 1, 2024:** Classified employees that elect to participate in the program shall notify Human Resources via CSESAP Employee Election Form.
- **April 1, 2024:** The District must notify the California Department of Education (CDE) of their participation in the Summer Assistance Program by submitting the number of participants and estimate the total amount to be withheld from participating classified employee paychecks for the 2024-2025 school year.
- **June 1, 2024:** The District shall notify participating classified employees of the estimated amount of state match funding the employee can expect to receive as a result of participating in the program.
- **During the 2024-2025 school year:** Payroll will withhold the specified amount from your monthly paycheck. You may not qualify to remain in this program if your pay month status changes to 12 months or you are on an unpaid leave of absence in which your paycheck does not produce enough to cover your monthly deductions.
- **On or before July 31, 2025:** The District shall request payment from the CDE for the amount withheld for each participating classified employee.
- **During summer recess period following the 2024–2025 school year:** The District must pay their classified employees the amounts withheld from their monthly paychecks plus the CSESAP match funds expected from the state, in one or two payments in accordance with the employee's selected payment option.

### **How to Calculate Deduction and State Match Examples:**

Your salary multiplied by 10% divided by 11 or 10 (depending on your work year) equals your monthly deduction

Your requested flat dollar amount equals your monthly deduction

### **Estimated State Match Calculation:**

Multiply \***0.69** cents (CDE approved 0.69 match for school year 2023-2024) by 10% of your salary OR the dollar amount of your withholding for your estimated state match

#### **Example 1:**

Employee A - 10% withholding:

Annual salary:  $\$35,857.00 \times 10\% = \$3,585.70 \div 10 = \$358.57$  monthly deduction (10-month calendar year)

$\$3,585.70 \times *0.69 = \$2,474.13$  CSESAP Estimated Match

#### **Example 2:**

Employee B - 5% withholding:

Annual salary:  $\$35,857.00 \times 5\% = \$1,792.85 \div 11 = \$162.99$  monthly deduction (11-month calendar year)

$\$1,792.85 \times *0.69 = \$1,237.07$  CSESAP Estimated Match

#### **Example 3:**

Employee C – Flat monthly amount of \$250 for a 10-month employee:

$\$250 \times 10 = \$2,500$  annual contribution

$\$2,500 \times *0.69 = \$1,725$  CSESAP Estimated Match

#### **Example 4:**

Employee D – Flat monthly amount of \$100 for an 11-month employee:

$\$100 \times 11 = \$1,100$  annual contribution

$\$1,100 \times *0.69 = \$759$  CSESAP Estimated Match

**Special Note:** The \$1 for each \$1 match is not guaranteed and will depend on the total number of employees participating statewide. If the program is oversubscribed, the matching amount will be less than \$1. All matching funds are subject to state and federal employee payroll taxes. The state will announce the matching amount by **May 1, 2024**.

### **Resources:**

Memo- Announced District Participation in the CSESAP Program- December 18, 2023

[Summer Saver-Notice of Participation](#)

Memo- Described Employee Election Form- January 16, 2024

[Summer Saver-Participation Election Form](#)

Employee Election Form- Due on or before March 1, 2024

[CSESAP Employee Election Form 2024-2025](#)

**Additional Information:**

[Classified School Employee Summer Assistance Web Page](#)

[CSESAP Frequently Asked Questions](#)