

# Memo



To: Classified Employees  
From: Alfredo Andrade, Chief Human Resources  
Date: December 15, 2025  
Re: Classified School Employee Summer Assistance Program (CSESAP)

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Perris Union High School District is pleased to announce that we will be participating in the Classified School Employee Summer Assistance Program (CSESAP) for the 2026–2027 school year.

This program provides eligible classified employees the opportunity to withhold a portion of their salary during the school year, which is then matched by the State of California, up to a dollar-for-dollar match, and paid out during the summer recess.  
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## What is the Classified School Employee Summer Assistance Program?

The CSESAP allows qualifying classified employees to elect to withhold up to 10% of their monthly salary during the school year.

These funds are then matched by the state and distributed to participating employees during the summer months.

## Who is eligible to participate?

To participate in CSESAP, employees must meet the following requirements:

- Be a classified employee working 11 months or fewer per year (per Education Code).
- Earn no more than the maximum annual salary cap established by the state (\$62,400).
- Have been employed with the district for at least one year before electing to participate.
- Extra hours, overtime, and summer work do not count against eligibility.

## How do I enroll?

Complete the [CSESAP Employee Election Form](#) through Informed K12.

*Form must be submitted no later than March 1, 2026, at 4:30 PM, Late submissions cannot be accepted per state requirements.*

## When will I receive funds?

Participating employees will receive their CSESAP payout, including state match on August 31, 2027

PUHSD Payroll will communicate specific payout dates once they are finalized for each employee.

## Important Note

If you have any questions about eligibility, enrollment, or the process, please contact [do-payroll@puhsd.org](mailto:do-payroll@puhsd.org)