

CLASSIFIED SCHOOL EMPLOYEE SUMMER ASSISTANCE PROGRAM (CSESAP) 2020-2021

By January 1, 2020	District to notify classified employees that the district has elected to participate in the program for the 2020-2021 school year.
By March 1, 2020	Classified employees that elect to participate in the program must complete the CDE election form and submit a signed hard copy to the Payroll or HR Department by 4:00 PM. *Original Signature - electronic copies will not be accepted.
By April 1, 2020	District will notify the California Department of Education (CDE) that it elects to participate in the program, following their specific directives.
By May 1, 2020	CDE will notify the district of the ESTIMATED state match funds can expect to receive.
By June 1, 2020	District will 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 2020-2021 school year	District will withhold the specified amounts (up to 10% gross salary) that the employee indicated on the CDE election form from employees' monthly paychecks.
On or before July 31, 2021	District will request payment from the CDE on the CDE form for the amount of classified employee pay withheld.
During summer recess in 2021	District will 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. The summer recess period is the period when regular classes are not in session.