



November 4, 2020

TO: Business, Payroll and Personnel Administrators
Los Angeles County School and Community College Districts
Charter Schools and Other Local Educational Agencies

FROM: April Reynolds Casey, Payroll Systems Coordinator
District Personnel Information Services, School Financial Services

SUBJECT: **Classified School Employee Summer Assistance Program 2020-21**

The Classified School Employee Summer Assistance Program (CSESAP), introduced in 2018, has been extended for another school year by the California Department of Education (CDE). Funds are available for the 2021-22 school year. Education Code Section 45500 added by Section 27 of SB 75 (Chapter 51, Statutes of 2019), provides qualifying Local Educational Agencies (LEA) the option to participate in the program. For the purpose of this program, LEA is defined as either a school district or county office of education. Thus, charter schools and community colleges are excluded from participation.

The Classified School Employee Summer Assistance Program shall provide an eligible, participating, classified employee up to one dollar (\$1) for each dollar (\$1) match that the employee has elected to withhold from his or her monthly paycheck. A classified employee shall be eligible to participate in the program if the employee is employed by the local educational agency for fewer than 12 months per fiscal year. An eligible, participating employee may elect to have up to ten percent of monthly pay withheld during the school year, and will choose to receive payment in the summer recess period in one or two payments.

For the 2021-22 school year, a local educational agency may elect to participate in the Classified School Employee Summer Assistance Program and must notify their classified school employees by January 1, 2021. The CDE must be notified by April 1, 2021.

The following is a summary of key dates and requirements that LEAs should be aware of in implementing the program if the LEA decides to participate in any year in which funds are made available:

Timeline for Participation:

- **By January 1** of the fiscal year in which funds are appropriated, a participating LEA shall notify classified employees that the LEA has elected to participate in the program for the next school year. Once an LEA elects to participate in the program and notifies classified employees, the LEA is prohibited from reversing the decision.

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- **By March 1** of the fiscal year in which funds are appropriated, a classified employee that elects to participate in the program shall notify the LEA in writing, on a form prescribed by the CDE. To participate, the classified employee must meet eligibility criteria, specify amounts to be withheld up to 10 percent from their monthly paychecks for the applicable school year, and choose whether to receive one or two payments during the summer recess period. Consult the CDE for eligibility requirements (see below provided link).
- **By April 1** of the fiscal year in which funds are appropriated, a participating LEA must notify the CDE that it elected 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 applicable school year. This is a web-based application that will be opened from around March 1, 2021 through April 1, 2021.
- **By June 1** of the fiscal year in which funds are appropriated, a participating LEA 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.
- **By July 31** of the fiscal year in which funds are appropriated, a participating LEA shall request payment from the CDE for the amount of classified employee pay withheld. The web-based reporting applications will be available under the Request for Application section on the CDE's CSesAP web page.

Important Considerations

The state match funding received by participating classified employees shall not be considered compensation for the purposes of determining retirement benefits for the California Public Employees' Retirement System or the California State Teachers' Retirement System.

Dedicated gross-to-net (GTN) codes are available in HRS to accommodate participation in the program. Districts can contact sfs_payroll_requests@laoe.edu for more information. Per the state Standardized Account Code Structure (SACS), funds received and expended for this program should be coded to Resource 74150.0. For more information, contact SFSGLGroup@laoe.edu.

LEAs wishing to participate should fully explore and understand rules of participation and timelines. LEAs should also consider potential costs associated with offering this program, such as additional employer paid payroll taxes and administrative expenses.

Resources

The CDE has extensive online resources available to assist school districts with implementing this program. Information related to funding and eligibility, frequently asked questions and CDE contact information are available at: <https://www.cde.ca.gov/fg/aa/ca/csesap.asp>.

The CDE has also developed a new "Employee Election Form" (January 2020) for use by participating school districts. The form can be found here: <https://www.cde.ca.gov/fg/aa/ca/documents/csesap20employeeform.pdf>.

The California Department of Education Fiscal Policy Office can be reached at CSesAP@cde.ca.gov or by phone at (916) 327-5922 (recorded message).

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Approved:

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School Financial Systems and Services

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