



Date: December 17, 2021  
Subject Line: LA Unified’s Participation in the Classified School Employee Summer Assistance Program (CSESAP) for 2022-2023 school year



To LAUSD Classified Employees:

This message is to inform you that LA Unified will be participating in the Classified School Employee Summer Assistance Program (CSESAP) for the school year 2022-2023. The intent is to provide needed assistance to classified school employees meeting the eligibility criteria.

The CSESAP will provide eligible classified employees an opportunity to withhold up to 10% of their monthly pay during the school year 2022-23. The State of California will provide the employee a match of *up to one dollar (\$1) for each one dollar (\$1) that the employee withholds*, to be available to the employee for use in the Summer of 2023.

There are a number of qualifying criteria that employees must meet in order to be eligible. The criteria include having been employed by the school district for the last 12 months, working less than 11 months per year in your regular assignment, and earning less than \$62,400 at the time of application.

Starting January 4, 2022, interested employees may apply online for the program using the following link: <https://achieve.lausd.net/CSESAP2022>. The deadline to submit applications in the system is 11:59 pm, March 1, 2022. The system will stop accepting applications after this time. For applications to be valid, each employee must submit their own Election Form using their own LAUSD Single Sign-On.

Additional information on the CSESAP is available at <https://www.cde.ca.gov/fg/aa/ca/csesapfaqs20.asp>. For further questions, please contact Payroll Customer Services at (213) 241-2570 Monday – Friday from 8 am to 4 pm or via email at [csesap@lausd.net](mailto:csesap@lausd.net)

Regards,

Pedro Salcido  
Interim Deputy Superintendent