



# CLASSIFIED SCHOOL EMPLOYEE SUMMER ASSISTANCE PROGRAM

The State of California is continuing the Classified School Employee Summer Assistance Program (CSESAP). This program will allow eligible classified employees to set aside funds for the summer (up to 10% of your monthly salary) and in return the State will match that amount.

More details of the new program can be found on the attachment of this notice. The Benefits department will hold two workshops that will allow employees to ask questions regarding the program, eligibility and the rules for your participation.

The CSESAP is restricted to classified employees that are **employed less than 12 months a year**. We encourage all eligible classified employees to attend this workshop for a better understanding of the Classified School Employee Summer Assistance Program (CSESAP) and the potential financial benefits.

**Wednesday, January 26, 2022**

**Wednesday, February 23, 2022**

**Board Room-District Office**

**OR**

**Board Room-District Office**

**3:00pm**

**3:00 pm**

**Note: Applications are due to the Benefits Department by  
March 1, 2022 by 4:00pm. No late submissions.**

If you have questions, please contact Neka Anderson, Benefits & Risk Analyst at (310) 886-1600 extension 8283 or La'Trice Harris, Benefits & Risk Manager at (310) 886-1600 extension 8259.



**California Summer Assistance Program**  
**FOR**  
**CLASSIFIED EMPLOYEES (CSEA/SEIU)**  
**December 2021**

The Lynwood Unified School District ("LUSD") has elected to participate in the California Summer Assistance Program for classified employees during the 2022-2023 school year. The State has set aside monies in order to provide eligible participating classified employees with up to one dollar (\$1) for each one dollar (\$1) that the classified employee elects to have withheld from his or her monthly paychecks, up to the program maximums.

*Please note: The amount of the State match is dependent on the number of participating classified employees in this program State-wide; you may not receive the full dollar for dollar match. You will have the option to withdraw from the program by June 30, 2022 after learning of the match amount. The match amount will be provided by the State by no later than June 1, 2022.*

The program will adhere to the provisions of AB 1808 Section 133 and applicable State guidelines. This notice is designed to help you determine if you are eligible and to understand the basic rules of participation.

**1. Am I Eligible?**

If you can answer "yes" to **all** of the following questions, you are eligible to participate.

- a. Will you have worked for the District at least one calendar year as of March 1, 2022
- b. Are you employed by the District less than 12 months a year (e.g. 10 and 11 month employees) per fiscal year July 1 to June 30?
- c. As of March 1, 2022, will you earn **less** than \$62,400 per school year (exclude any summer recess pay)?

**2. What are the Rules?**

- a. If you wish to participate you must notify the LUSD Benefits Department by March 1, 2022 on the form provided, with the exact amount of funds that you wish to have deducted for the program. There will be two meetings scheduled to review the program and the application process on January 26th at 3:00pm and February 23rd at 3:00pm at the Board Room at the District Office.
- b. By June 1, 2022, the State will provide the District with an estimate of how much of your savings will be matched..
- c. The District will post the estimate of the match funds on its website no later than June 15, 2022.
- d. After you receive notice of the match funds from the District but not later than June 30, 2022, you have the option to withdraw from the program on the form provided.
- e. You will receive the matching funds no later than the July 2023 pay warrant. These funds will be subject to normal withholdings, but do not count as CalPERS reportable income.
- f. In the event you leave employment prior to June 30, 2023, the LUSD will return all funds placed in the Summer Assistance Program by you, without the State Matching funds, on your last pay warrant.

If you have questions, please contact Neka Anderson, Benefits & Risk Analyst at (310) 886-1600 extension 8283 or La'Trice Harris, Benefits & Risk Manager at (310) 886-1600 extension 8259. This information has been provided to you after proper notice to CSEA and SEIU.



More information will be provided as it becomes available from the State.

**Tentative - Timeline for the 2022-2023 School Year California Summer Assistance Program**

<b>January 2022</b>	You will receive notice of the program and an application to complete if you would like to participate.
<b>January 26 2022 @ 3:00pm.</b>	California Summer Assistance Program Orientation Meeting. This is an <i>optional</i> meeting for you to hear more about the program, eligibility requirements, and how to apply.  Boardroom-District Office
<b>February 23, 2022 @ 3:00pm.</b>	California Summer Assistance Program Orientation Meeting. This is an <i>optional</i> meeting for you to hear more about the program, eligibility requirements, and how to apply.  Boardroom - District Office
<b>March 1, 2022</b>	Application forms due to Benefits Department
<b>June 15, 2022-Date may change</b>	District will publish how much the State will match employee contributions
<b>June 30, 2022-Date may change</b>	Last day to withdraw from the program for 2021 - 2022 school year
<b>August 2022 - June 2023</b>	Employee contributions are deducted from your pay
<b>July &amp; August 2023</b>	Employee contributions PLUS any State matching funds are paid to employees

# Employee Election Form to Participate in the Classified School Employee Summer Assistance Program

This election form must be submitted **by March 1**, of the fiscal year in which funds are appropriated, to the employing school district or county office of education (employer). See the information and instructions section of this form.

## Section A. Completed by Classified School Employee:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Employer: \_\_\_\_\_

## Section B. Employee Election Choice for Withholdings

1. Specify school year for withholdings to be made. (Enter Year): \_\_\_\_\_
2. I wish to have the following amount withheld from my monthly paychecks in the specified school year above pursuant to the Classified School Employee Summer Assistance Program (CSESAP). (Enter Amount): \$ \_\_\_\_\_
3. I elect to have the amounts specified above, and related state match funds, paid out in one or two payments in the summer recess period following the specified school year above: (select only one)

- One (1) Payment  
 Two (2) Payments

By submission of this form, I am notifying my employer in writing that I wish to participate in the CSESAP. I agree to have withholdings made from my monthly paychecks in the school year and amounts specified in Section B. I am aware that the withholding amount I specify on this form is subject to adjustment by my employer if it exceeds 10 percent of my monthly paycheck. I acknowledge that my participation in the CSESAP is subject to my employer's determination that I meet all eligibility requirements.

\_\_\_\_\_

Employee Signature

Date

### Filing Deadline:

A completed election form must be submitted to your employer by the **March 1 deadline**, according to instructions provided by your employer.



# Employee Election Form to Participate in the Classified School Employee Summer Assistance Program

## ***Information and instructions to complete the Employee Election Form to Participate in the Classified School Employee Summer Assistance Program:***

The California Department of Education (CDE) will apportion funds to participating local educational agencies (LEAs) in the month of August following the school year specified on this form. The apportionment will provide up to a dollar for dollar match on amounts withheld from an LEA's participating classified school employees' monthly pay checks during the specified school year. If amounts appropriated are insufficient, a proration will apply. For the 2021–22 school year and thereafter, funding is contingent upon an appropriation in the annual Budget Act or another statute. To see if funding is appropriated for a specified year, refer to the table under Funding and Key Dates on the CDE's CSESAP web page at <https://www.cde.ca.gov/fq/aa/ca/csesap.asp>.

A participating LEA will pay their classified school employees the amounts withheld from the employee's monthly paychecks plus the CSESAP match funds attributable to the amounts withheld, in one or two payments. The payment(s) will be made in accordance with the employee's selected payment option made on this form. Funds will be paid in the summer recess period following the specified school year on this form.

### ***Is your employer a participating LEA?***

A participating LEA is required to notify its classified school employees by January 1 of the fiscal year in which funds are appropriated, that it elected to participate in the CSESAP. If you received such a notification, your employing school district or county office of education (employer) is a participating LEA. If you did not receive a notification, or are unsure, please check with your employer.

### ***Who must complete this form?***

Any classified school employee who wishes to participate in the CSESAP for state match funds must complete this form and submit it to their employer by March 1 of the fiscal year in which funds are appropriated. The employee must be employed by an LEA that is participating in the CSESAP; hold a position that does not require certification qualifications, as defined in California *Education Code* sections 45103, 45104, and 45256; and meet the CSESAP program eligibility requirements as described below.

The information on this form will be used by the employer LEA to determine eligibility to participate in the CSESAP.

### ***What are the eligibility requirements?***

A classified school employee must meet the following eligibility criteria to participate in the CSESAP:

1. Have been employed with the LEA for at least one year at the time the employee elects to participate.
2. Be employed by the employer in their regular assignment for 11 months or less out of a 12-month period. For purposes of determining total months employed, the employing LEA shall exclude any hours worked outside of the regular assignment.

## Employee Election Form to Participate in the Classified School Employee Summer Assistance Program

3. Have regular annual pay received directly from the employer that is sixty-two thousand four hundred dollars (\$62,400) or less for an entire school year at the time of enrollment. For purposes of determining regular annual pay, exclude any pay received by the classified employee during the previous summer recess period. Pay earned by a classified employee with limited employment during the months of June, July, or August that is not for the summer session shall not be excluded.

### ***What happens after I am determined to be eligible by my employer?***

The classified school employee will have the monthly amounts specified on this form, not to exceed 10 percent of the monthly pay, withheld from their monthly paychecks during the specified school year. The monthly withholdings plus the CSESAP match funds will be paid by the employer in the summer recess period following the specified school year, in one or two payments as requested by the employee.

### ***How to File:***

Any classified school employee wishing to participate in the CSESAP must complete this form and submit it to their employer by **March 1** of the fiscal year in which funds are appropriated, according to filing instructions provided by their employer.

### ***CSESAP Information:***

Additional information, including frequently asked questions, is available on the CDE's CSESAP web page at <https://www.cde.ca.gov/fq/aa/ca/csesap.asp>.