To: CSESAP Participants

From: David R. Norton
Director of Fiscal Services

RE: 2021-22 Classified Employee Summer Assistance Program (CSESAP)

The purpose of this letter is to notify eligible classified employees participating in the 2021-2022 Classified School Employee Summer Assistance Program (CSESAP) of the estimated amount of state match funding and status of the program.

District Election Process Status
The EMUHSD had to notify the CDE by April 1, 2021, of its election to join the CSESAP. Included in the notification, the EMUHSD reported to the CDE the number of classified employees that elected to participate in the CSESAP and the total estimated amount to be withheld from participating classified employee paychecks for the 2021–22 school year. The EMUHSD submitted and subsequently received a confirmation from the CDE that this notice was received on March 29, 2021.

Estimated Amount of State Match Funding
Pursuant to California Education Code Section 45500(g), the EMUHSD is required to notify participating classified employees by June 1, 2021, the amount of estimated state match funds the participating classified staff is estimated to receive as a result of participating in the CSESAP. Based on the estimated data reported, the CDE determined that a participating classified employee is estimated to receive state match funding equal to approximately eighty-eight cents ($0.88) for each one dollar ($1) that the classified employee elects to have withheld from his or her monthly paycheck for the 2021–22 school year. Please note this is an estimated match. If the total amount requested by participating districts, based on actual classified employee withholdings, exceeds the appropriated amount available for the CSESAP, the CDE will apply a proration, which may be greater or less than the preliminary amount provided above.

Implementation
After receiving this notification, a classified employee may withdraw his or her election to participate in the CSESAP, or reduce the amount to be withheld from his or her paycheck, by notifying his or her district no later than 30 days after the start of the school year. Since August 17 is the first day for students of the EMUHSD, any employee wishing to exercise the option to withdraw or reduce the amount to be withheld must contact Payroll by July 17, 2021.

Implementation
Beginning July 1, the district shall withhold specified amounts from employees' monthly paychecks.

- Note that a classified employee that separates from employment with the district or has economic or personal hardship during the 2021–22 school year may request from the district any pay withheld for the CSESAP from their paycheck. A classified employee who requests any pay withheld is not entitled to receive any state match funds under this program.

Disbursement
During the 2021-22 summer recess, amounts withheld and matched by the State will be disbursed in one or two payments as indicated on the CSESAP20 employee form.