



SDUSD PAYROLL DEPARTMENT

**Classified School Employee Summer Assistance
Program 2023/24 Reduction/Cancellation Form**

- **Between June 1 and September 20, 2023** you may, as a participant of the 2023-24 CSESAP, reduce or cancel your elected deduction amount. (*Education Code (EC) Section 45500(g) requires that a participating employee notify his or her employing LEA no later than 30 days after the start of school instruction for each applicable school year to reduce the amount to be withheld, or to withdraw from the program.*)
- **After September 20, 2023**, you may no longer reduce your deduction and are only allowed cancellation due to hardship, in which case all funds deducted will be returned and you will no longer qualify for the state-matched funds.
- **When you have completed this form**, please submit electronically to the SDUSD Payroll Department at: **payroll@sandi.net**

Section A. Employee Information:

Last Name: _____ First Name: _____
 Job Title: _____ Employee ID: _____

Section B. Employee Election to Reduce or Cancel Deduction (choose one):

Reduction:

By making this selection I declare that I elect to reduce my monthly deduction amount. I understand that a reduction in my monthly payment will result in a corresponding reduction of state-match funds.

I would like to reduce my monthly deduction amount to \$ _____

Cancellation:

By making this selection I declare my intent to cancel my participation in the 2023-24 CSESAP program. I understand that any deductions toward this program that have been made will be returned to me and that I will no longer qualify for state-match funds.

With submission of this form, I am notifying my employer of the above stated changes in my CSESAP participation for 2023-24.

Employee Signature

Date

Additional information regarding the CSESAP is available online:

- CA Department of Education (CDE) webpage: <https://www.cde.ca.gov/fg/aa/ca/csesap.asp>.
- CDE CSESAP FAQ webpage: <https://www.cde.ca.gov/fg/aa/ca/csesapfaqs.asp>
- SDUSD webpage: <https://staff.sandiegounified.org/departments/payroll/csesap>