

Classified School Employees Summer Assistance Program

Enrollment Instructions for Eligible Employees

1. Complete the California Department of Education's (CDE) Classified School Employees Summer Assistance Program (CSESAP) Enrollment Form, which can be found on either the SDUSD Payroll Department website or the CDE's CSESAP website.
 2. When completed, save a copy of the form for your records.
 3. Submit the form no later than March 1 by one of the following methods:
 - Email an electronic copy to payroll@sandi.net (or)
 - Fax a copy to (619) 686-6729 (or)
 - Mail a physical copy to the SDUSD Payroll Dept. at the address below
- ❖ All enrollment forms submitted by the deadline will be reviewed by the Payroll Department to confirm eligibility. Employees will be notified by June 1 of eligibility status.
 - ❖ Deductions will occur for confirmed participants on each monthly salaried paycheck from August through May.
 - ❖ Employees have 30 days after the start of school instruction to withdraw from the program or to request a reduction in the previously specified monthly payment amount.
 - ❖ After the deadline to reduce or cancel, an employee may still request to cancel their participation due to economic or personal hardship.
 - ❖ In the event of a cancellation or separation, matching funds based on the amount withheld during the school year can still be paid to the employee provided that the employee does not request to immediately receive the funds withheld from their monthly paychecks. If the employee requests to be paid out the amount that was withheld upon separation, then they are no longer entitled to any state match funds for that year.
 - ❖ To request a payment reduction, withdrawal, or cancellation, an employee must submit a CSESAP Reduction/Cancellation Request Form by email, fax or by mail to the payroll office.

SDUSD Payroll Department

4100 Normal Street, Room 1150, San Diego, CA 92103

Fax: (619) 686-6729 / Email: payroll@sandi.net