

CLASSIFIED SCHOOL EMPLOYEE SUMMER ASSISTANCE PROGRAM (CSESAP)

Frequently Asked Questions

Question: What is the Classified School Employee Summer Assistance Program (CSESAP)?

Answer: The CSESAP is offered by the California Department of Education and provides funding to the District to match amounts withheld from participating classified school employees monthly pay checks. The money withheld from your monthly pay checks and the matching program funds are then paid to you during the summer recess period. The program provides a participating classified employee up to one dollar (\$1) for each one dollar (\$1) that the classified employee has elected to have withheld from the classified employee's monthly paychecks.

Question: Who is eligible to participate in the CSESAP?

Answer: A classified employee may be eligible to participate in the program if they:

- 1) Have been employed with the Long Beach Unified School District for at least one year at the time the employee elects to participate in the program.
- 2) Are employed in their regular assignment for 11 months or less out of a 12-month period. Hours worked outside of the regular assignment shall be excluded (additional hourly, summer school hours)
- 3) Have regular annual pay of sixty-two thousand four hundred dollars (\$62,400) or less for an entire school year at the time of enrollment. This amount includes any longevity pay they receive in addition to their regular assignment.

Question: How do I know if I am eligible?

Answer: The District has determined which employees are eligible for the 2024-2025 school year and will send notifications to those employees. Each year your eligibility may change, and if you are eligible you will be notified.

Question: I work on a 10-month "flex" calendar, will I be eligible to participate?

Answer: No, you would not be eligible because you are paid year-round on a monthly basis.

Question: I want to enroll, what do I have to do?

Answer: Any classified employee wishing to participate must complete an Employee Election Form no later than **March 1, 2024 at 11:59pm (PST)**. The form is located in the myLBUSD portal and can be accessed through the Self-Service tile.

Question: What if I cannot access the myLBUSD portal?

Answer: If you need assistance logging into the portal, please contact the Help Desk at (562) 997-8411 or email at HelpDesk@lbschools.net.

Question: How much money should I withhold from my monthly paychecks?

Answer: This decision is yours to make, but the maximum amount you can withhold is 10% of your regular salary. However, you must select a dollar amount on the election form. We cannot accept percentages.

Question: What if I change my mind and want to stop the monthly deductions due to personal financial hardship?

Answer: After 30 days from the start of the school year you may request the return of any pay withheld from your paychecks, but you will not be entitled to matching funds.

Question: What if I resign from the District before the end of the school year?

Answer: After 30 days from the start of the school year you may request the return of any pay withheld from your paychecks, but you will not be entitled to matching funds.

Question: Can I work during the summer and still qualify for the CSESAP?

Answer: Yes! As long as your work during the summer session is not part of your regular assignment.

Question: When will deductions occur?

Answer: Deductions will be taken from each regular paycheck September – June during each school year.

Question: How will I receive my funds during the summer break?

Answer: Employees can opt to receive money in one lump sum or have it distributed in two payments over the summer.

Question: Will the CSESAP matching funds be counted as compensation in CalPERS?

Answer: No. Funds from the State match for classified employees will not be considered compensation for retirement benefits for the California Public Employees' Retirement System.

Question: Will the matching funds be taxable?

Answer: Yes, State matching funds are considered taxable income and will be deducted from the State matching portion of the funds received.

Question: What happens if I apply for a 12-month job and get it after the program starts?

Answer: Your contributions would stop during the pay period you change assignments. You would have the option to keep your contributions in the program or request a refund of the amount you have put in.

Question: Can you change your election amount at any time?

Answer: You are not able to increase your election after the March 1st submission date.

Question: Will I get a confirmation after I submit my election form?

Answer: Yes. You will receive an email confirmation of the receipt of your enrollment.