

Classified School Employees Summer Assistance Program 2021-22

Enrollment Instructions for Eligible Employees

1. Complete the CSESAP Enrollment Form, which can be found on either the SDUSD Payroll Department website or the CDE CSESAP website.
2. When completed, save the form for your records.
3. Submit the form **NO LATER THAN MARCH 1, 2021** by:
 - Emailing an electronic copy to payroll@sandi.net (or)
 - Faxing a copy to (619) 686-6729 (or)
 - Mailing a copy to the SDUSD Payroll Dept. at the address below
4. All enrollment forms submitted by the deadline will be reviewed by the Payroll Department to confirm eligibility.
5. Employees will be notified by April 1, 2021 of eligibility status.
6. Deductions will be taken for confirmed participants on each monthly payroll from September 2021 through June 2022.
7. 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.
8. After the deadline to reduce or cancel passes, an employee may still request to cancel their participation in the program due to economic or personal hardship.
9. In the case of a cancellation, a refund check is processed for any amount of employee contribution withheld to date and eligibility is inactivated. The employee is no longer entitled to any state match funds for the 2021-2022 year.
10. In order to request a payment reduction, withdrawal, or cancellation, an employee must submit a **CSESAP Reduction/Cancellation Request Form** by email, fax or mail to the Payroll office. Please do not attempt to hand-deliver your form; the district offices are currently closed to visitors.

SDUSD Payroll Department

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

Phone: (619) 725-7736

Fax: (619) 686-6729

Email: payroll@sandi.net