



from Business Services

The Classified School Employee Summer Assistance Program – Q & A February 11, 2020

AUHSD has opted to once again participate in the Classified School Employee Summer Assistance Program offered by the State of California. This program, included as a part of the State budget, is an opportunity for classified employees to set aside a portion of their pay each month and receive a State match to be distributed during the summer month(s).

Who is eligible to enroll in the Summer Assistance Program?

Classified employees who are employed with the school district for 11 months or less, who earn less than \$62,400 per year in their regular assignment and who have been employed in AUHSD since 2/28/2019.

Can I accept a summer assignment if I participate in the program?

Yes, accepting a summer assignment does not make an employee ineligible to participate in the program.

What are the costs to participate in the program?

There is no cost to the employee. Each employee will decide whether to participate and how much of their monthly pay to save (up to 10 percent). The district must bear the costs to administrate the program.

When can we start enrolling in the program?

Every eligible classified employee who wishes to participate in the Summer Assistance Fund must complete and return it to payroll by March 1st. Here is a link to the form to print it out.
<https://www.cde.ca.gov/fg/aa/ca/documents/cscesap20employeeform.pdf>

How much money can I withhold every month?

Employees may have up to 10 percent of their monthly paycheck withheld during the school year.



How will we receive our funds during the summer recess?

Employees can opt to receive money in one lump sum at the beginning of summer recess or have it distributed in two payments over the recess.

Is the Summer Assistance Program going to lead to a withholding of part of my paycheck?

The enactment of the program will not lead to a mandatory withholding on an employee's paycheck in the same way that taxes, like Social Security and Medicare, are withheld. An employee will elect, on the California Department of Education form, the percent of funds they would like withheld. An employee can contribute up to 10 percent of their monthly paycheck to the Summer Fund.

Can I choose to withdraw from the program after I sign up?

An employee may withdraw from the program due to economic or personal hardship. They will need to request the district stop withholding contributions from their check and pay any funds that have been set aside for the summer fund. Keep in mind, however, that if an employee withdraws from the program, they will not be eligible to receive any matching funds from the state.

How much funding is available for this program?

Gov. Jerry Brown budgeted \$50 million for the 2019-20 summer break when he initially approved the program. Gov. Gavin Newsom added \$36 million to this amount. If, and when the fund is exhausted, we can ask the Legislature for additional funding.

What information will my district share with the California Department of Education?

The school district must share with the CDE the intention to participate in the Summer fund, the number of classified employees participating, and an estimation of the total amount of funds to be withheld from those employee's paychecks.