

Classified School Employees Summer Assistance Program Enrollment Instructions for Eligible Employees

1. Eligible classified employees who wish to participate in the Classified School Employees Summer Assistance Program (CSESAP) must complete and sign the election form via Informed K12 no later than March 1, 2025, @ 11:59 pm (PST).
2. Forms will not be accepted by any method other than Informed K12.
3. The Payroll department will review all enrollment forms **received** by the deadline to confirm eligibility.
4. Employees will be notified of their eligibility status by April 1, 2025.
5. Deductions will be taken for confirmed participants on each paycheck issued between September 25, 2025, and July 10, 2026.
6. Employees have until September 10, 2025, to withdraw from the program or request a reduction in the previously specified deduction amount.
7. After September 10, 2025, an employee may still request to cancel participation due to economic or personal hardship. In the case of cancellation, a refund check will be issued for any deductions withheld to date, and program eligibility will be inactivated. The employee will no longer be eligible to receive state matching funds for the 2025-26 plan year.
8. To request a deduction reduction or program withdrawal/cancellation, please complete the CSESAP Reduction/Cancellation form in Informed K12.