

## **Classified School Employees Summer Assistance Program 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 a copy of the form for your records.
3. Submit the form no later than March 1 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 of eligibility status.
6. Deductions will be taken for confirmed participants on each monthly payroll from September through June.
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 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 that year.
10. 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.

**SDUSD Payroll Department**  
**4100 Normal Street, Room 1150,**  
**San Diego, CA 92103**  
**Phone: {619} 725-7736 \* Fax: {619} 686-6729**  
**Email: payroll@sandi.net**