

**MEMBERS OF THE BOARD**

**MÓNICA GARCÍA, PRESIDENT**  
**KELLY GONEZ**  
**DR. GEORGE J. MCKENNA III**  
**NICK MELVOIN**  
**SCOTT M. SCHMERELSON**  
**DR. RICHARD A. VLADOVIC**



**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**AUSTIN BEUTNER**  
Superintendent

**SCOTT S. PRICE, Ph.D.**  
Chief Financial Officer

February 15, 2019

Dear Employee:

The District has elected to participate in the Classified School Employee Summer Assistance Program (CSESAP). The program is available to qualified classified employees to allow Payroll to withhold an amount from their monthly paychecks not to exceed ten percent of the monthly pay in the 2019-2020 school year. If qualified, and if eligibility is maintained for the 2019-20 year, the California Department of Education (CDE) will provide up to a dollar-for-dollar match on amounts contributed. Please be aware that the match may be reduced by the State if the total amount requested by school district employees statewide exceeds the funding being provided by the State. The State match will be reported as taxable wages and applicable taxes withheld.

You are receiving this letter because preliminary review by Personnel Commission determined that you may be qualified to enroll in the program. AB1840 establishes an income eligibility threshold, which appears on page 2 of the attached form. Eligibility will be reviewed again prior to April 1 for those that enroll in the program. Please note that employment and income eligibility requirements must be satisfied at the time of enrollment and/or the entire 2019-2020 school year.

Attached is the Employee Election Form to Participate in the California School Employee Summer Assistance Program that you must complete and mail via fax or email as provided below in order to participate in the program. You may also drop off the forms at the Benefits Administration reception desk on the 28<sup>th</sup> floor of the Beaudry Building. The election form must be received by 5 pm on March 1, 2019.

FAX: 213-241-8993

Email: [csesap@lausd.net](mailto:csesap@lausd.net)

Drop-off: 333 S. Beaudry Ave, 28<sup>th</sup> Floor-Benefits Administration, Los Angeles

For more information regarding election and eligibility, you may visit the CDE CSESAP website at <https://www.cde.ca.gov/fg/aa/ca/csesapfaqs.asp>. For further questions, please contact the Payroll Customer Services at 213-241-2570, Monday – Friday 8 – 4:30.

Sincerely,

Scott S. Price, Ph.D.  
Chief Financial Officer

Attachments