



California
Community
Colleges

Classified Community College Employee Summer Assistance Program

Timeline for Academic Years 2023-24, 2024-25, and 2025-26

Action Items	2023-24	2024-25	2025-26
Participating districts must notify classified employees that the district will participate in the program for the upcoming academic year.	January 1, 2023	January 1, 2024	January 1, 2025
Classified employees must notify their district that they elect to participate in the program during the upcoming academic year.	March 1, 2023	March 1, 2024	March 1, 2025
Participating districts must inform the Chancellor’s Office that the district will participate in the program for the upcoming academic year, including how many employees will participate and the total estimated amount to be withheld for the upcoming academic year.	April 1, 2023	April 1, 2024	April 1, 2025
The Chancellor’s Office informs participating districts of the estimated state matching funds to be provided to eligible employees.	May 1, 2023	May 1, 2024	May 1, 2025
Districts must notify participating employees of the estimated state match funds available in the applicable academic year.	June 1, 2023	June 1, 2024	June 1, 2025
Within 30 days of the beginning of instruction, participating employees may withdraw or change their participation in the program.	30 days after first day of instruction in academic year 2023-24	30 days after first day of instruction in academic year 2024-25	30 days after first day of instruction in academic year 2025-26

Action Items	2023-24	2024-25	2025-26
Participating districts request payment from the Chancellor's Office.	July 31, 2024	July 31, 2025	July 31, 2026
The Chancellor's Office apportions state match funds to districts.	August 2024	August 2025	August 2026