



## Classified Community College Employee Summer Assistance Program

### Timeline for Academic Years 2023-24, 2024-25, 2025-26 and 2026-27

#### IMPORTANT REMINDERS FOR ACADEMIC YEAR 2023-24

- Classified employee can fill out the [CESAP Separation/Hardship form](#) and submit to their district, to withdraw funds or separation of employment.
- Participating districts request payment from the Chancellor’s Office. Keep in mind these following dates for payment:
  - Payment requests received ON or BEFORE July 1st will be process in July.
  - Payment requests received BETWEEN July 2nd and July 30th will be processed in August.
  - Payment requests received AFTER July 31st will be processed in September.

Action Items	2024-25	2025-26	2026-27
Participating districts must notify classified employees that the district will participate in the program for the upcoming academic year.	January 1, 2024	January 1, 2025	January 1, 2026
Classified employees must notify their district that they elect to participate in the program during the upcoming academic year.	March 1, 2024	March 1, 2025	March 1, 2026
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, 2024	April 1, 2025	April 1, 2026

Action Items	2024-25	2025-26	2026-27
The Chancellor's Office informs participating districts of the estimated state matching funds to be provided to eligible employees.	May 1, 2024	May 1, 2025	May 1, 2026
Districts must notify participating employees of the estimated state match funds available in the applicable academic year.	June 1, 2024	June 1, 2025	June 1, 2026
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 2024-25	30 days after first day of instruction in academic year 2025-26	30 days after first day of instruction in academic year 2026-27
Participating districts request payment from the Chancellor's Office.	July 31, 2025	July 31, 2026	July 31, 2027
The Chancellor's Office apportions state match funds to districts.	August 2025	August 2026	August 2027