

ESA Program Eligibility Worksheet

Use this worksheet to collect your household and income information. These details will help you check your eligibility for the ESA program before you begin the application.

If you file income taxes, please have your **most recent** (2018 or 2019) federal income tax return (1040 form) on hand.

The Student (please check all that apply)

- Is a resident of Tennessee and is zoned to attend a Shelby County district school, a Metro Nashville public school, OR a school that was in the Achievement School District (ASD) on May 24, 2019.**
- Is entering Kindergarten or will be in 1st through 12th grade.**
- Is enrolling in Tennessee schools for the first time, OR was enrolled in and attended a Tennessee public school for a full school year last year.**

If all of the boxes above are checked, you meet part of the application criteria for an ESA. Household income must also meet eligibility requirements.

Students who attended a private school or who were homeschooled last year are not eligible to apply.

Household Size and Income

- Does your family receive Temporary Assistance for Needy Families (TANF) benefits?**
If yes, be prepared to provide a letter of eligibility of TANF benefits with the application.
You can get a copy of the letter from the Families First office or online at www.tn.gov/humanservices/for-families/families-first-tanf.html.
- Do you file federal income taxes?** The following questions should be answered using your **most recent (2018 or 2019) federal income tax return (1040 form):**
 1. What was your total household size? *(Every person claimed on your tax document, including yourself)* _____.
 2. What was your total income for that year? *(Amount may be found on line 6 of the 2018 Form 1040 or line 7b of the 2019 Form 1040.)* \$_____.

Look at the chart below and find your household size. Then look at the income amount across from your household size.

Household Size	Twice the Federal Free Lunch Income Guidelines
2	\$43,966
3	\$55,458
4	\$66,950
5	\$78,442
6	\$89,934
7	\$101,426

Yes No Is your income less than the income amount on the chart for your household size?
If no, you are not eligible for the ESA program.

Getting Ready for the Application

To prepare for the online application, gather the following documents before you begin:

- **Your social security number**
- **Your 2018 or 2019 tax return or a TANF letter of eligibility**
- **Copy of your driver's license**

Two Proofs of Address

- Valid driver's license or state ID, and **one** of the following:
- Property tax receipt, mortgage statement, or signed lease agreement
 - Utility bill
 - Voter registration card
 - Affidavit from landlord or owner of your current residence (*See sample provided.*)

The Student's State ID Number

- The student's **State ID number** _____. This number can be provided to you by the student's school. Be certain to ask for the STATE ID NUMBER. This is different from the District ID number you may see on the student's report card or other school documents. If the student is attending a Tennessee public school for the first time this year because they are entering kindergarten or are new to Tennessee, a State ID number is not necessary.