



ESA Program Eligibility Worksheet 2023-24

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** (2022) 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 the full 2022-23 school year OR used an ESA in the 2022-23 school 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 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/Families First 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 (2022) 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 9 of the 2022 Form 1040)
\$ _____.

Look at the chart below and find your household size. Then look at the income amount across from your household size. *This chart has been updated for the 2023-24 school year.*

Household Size	Twice the Federal Free Lunch Income Guidelines
2	\$51,272
3	\$64,636
4	\$78,000
5	\$91,364
6	\$104,728
7	\$118,092

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:

- **Two proofs of residency from the list below**
- **Your 2022 tax return or a TANF/Families First letter of eligibility**

Two Proofs of Address

Two proofs of address from the list below, showing the same address and a parent's name:

- Property tax bill, mortgage statement, or signed lease agreement
- Utility bill (water, electric, gas, or internet)
- Voter registration card issued within the past year
- Homeowner or renter's insurance bill issued within the past three months
- Non-expired Tennessee state ID or driver's license
- Vehicle registration from within the past year
- Affidavit from landlord or owner of your current residence (*See sample online.*)