



# Tennessee Education Savings Account Program

The Tennessee Department of Education is excited to offer additional educational opportunities to students. This document is intended to guide families through completing the application and submitting necessary documentation. **Once complete, applicants will mail documents to the Tennessee Department of Education at the address provided.**

**In order to be eligible for the ESA Program, the following eligibility guidelines must be met. For acceptable documents, see page 2.**

Residency	
<ul style="list-style-type: none"> <li>• Students must show proof that they are zoned to attend a school in one of the following:               <ul style="list-style-type: none"> <li>○ Memphis-Shelby County Schools</li> <li>○ Metro Nashville Public Schools</li> <li>○ Achievement School District</li> </ul> </li> <li>• Students who are not zoned to attend a school in one of these three districts are not eligible.</li> </ul>	
Previous School Attendance	
<ul style="list-style-type: none"> <li>• Students must meet one of the following:               <ul style="list-style-type: none"> <li>○ Eligible to attend a Tennessee school for the first time (including kindergarten students or students who moved to Tennessee from out of state)</li> <li>○ Completed the 2021-22 school year in a Tennessee public school</li> </ul> </li> </ul>	
Income	
<ul style="list-style-type: none"> <li>• One of the following must be met:               <ul style="list-style-type: none"> <li>○ Student family has benefits statement from Tennessee Assistance for Needy Families (TANF) such as annual TANF eligibility letter</li> <li>○ Student family income must not exceed twice the federal free lunch guidelines. (Note: this does not include <i>reduced</i> lunch). See income chart below.</li> </ul> </li> </ul>	
Income Chart	
2	\$47,606
3	\$59,878
4	\$72,150
5	\$84,422
6	\$96,694
7	\$108,966

## Required Documents

In order for an application to be considered, it must be accompanied by copies of the required documentation. See below for documents that will be accepted. Note: Please do not send original copies of documents (ex: social security card, driver's license, tax return). The department will not return any applications or documents submitted with the application.

**Proof of income eligibility.** You must include **one** of the following:

- Federal tax return from most recent year (Form 1040, year 2021)
- Tennessee Assistance for Needy Families (TANF) most recent benefits statement or letter of eligibility

**Proof of address.** You must include **two** of the following:

- Valid, non-expired driver's license or state ID
- Property tax receipt (from past year) or signed lease agreement (indicating current lease)
- Utility bill (dated within three months of application)
- Voter registration card
- Affidavit from landlord or owner of current address (signed within the past 30 days)

*Both proofs of address must show the same current address.*

### **Additional Documentation May Be Needed:**

- If the child did not attend the same school throughout the 2021-22 school year:** include a letter with dates, schools, and locations
- If the child attended school in a state other than Tennessee in 2021-22,** include the child's 21-22 transcript with the application
- If the child is a foster child:** include supporting documentation such as a placement contract
- Any additional documentation** for unique circumstances. Please email [ESA.Questions@tn.gov](mailto:ESA.Questions@tn.gov) or leave a message at 615-741-9360 for guidance with unique circumstances.

Once you have copies of these documents, you may begin your application.

# Completing the Application

## Page 2

Clearly print the following using an ink pen:

- Name of student applying for ESA
- Student's date of birth
- Grade student is entering in August or fall 2022
- Check if this student is a current foster child
  - **Note:** Families with foster children must submit documentation indicating foster status
- *Note: families submitting an application for multiple children within the same household (siblings) will need to complete a separate application for each child*

Print the following for *at least* Parent 1:

- Name
- Email address
- Phone number
- Social security number
- Date of birth

If first parent is not sole parent, complete the same information for Parent 2 (optional)

### What kind of school did your child attend for 2021-2022?

Select the answer that represents where the child applying for the ESA attended school last year:

- Public school (including charter) in Tennessee
  - Answer if child attended for the entire school year (yes or no)
    - If no, attach a letter explaining the child's attendance (schools, locations, and dates)
  - Provide name of school, district, and student's State ID number (obtain from former school)
- Public school (including charter) in a different state
  - **Note:** Include copy of transcript from 2021-22 school year with application
- Private school in Tennessee
- Private school in a different state
  - **Note:** Include copy of transcript from 2021-22 school year with application
- Homeschool in Tennessee
- Homeschool in a different state
  - **Note:** Include copy of transcript from 2021-22 school year with application
- Child is beginning kindergarten this year
- None of these / More than one / Other (include explain as attached documentation)

## Page 3

Family Income: Either TANF or a tax return are accepted. Both are **not** required.

- Indicate if the family receives TANF benefits
  - If yes, be sure to attach document showing current TANF eligibility
- Tax return information: This should reflect Form 1040 that is submitted with the application
  - Name on return
  - Year of tax return
  - Amount total on line 9 of tax return Form 1040

The name on the tax return should match the name and information completed on page 2 of the application. The income chart on page 3 indicates *maximum* income amounts for families to qualify for the ESA.

## Pages 4 through 7

These pages contain assurances, or statements that an applicant agrees to follow if approved for an ESA. Read each carefully. These are aligned with requirements in T.C.A. §§ 49-6-2601, *et seq.* and State Board of Education Rule 0520-01-16.

After reading through these assurances, sign and date on page 7. Check the box under the signature line to indicate agreement to the statement.

- The primary applicant—listed as Parent 1—should sign on this page. Both may sign.

## Submitting the Application

Upon signing, review the checklist on the final page.

Note: **Do not send** original documents with the application. Send photocopies only.

Send **all pages** of the complete application (including copies supporting documents) to the following address:

ESA Program c/o TDOE  
Andrew Johnson Tower, 10<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243

## Questions?

If you have questions at any time during the application process, you may contact the department:

- Send an email to [ESA.Questions@tn.gov](mailto:ESA.Questions@tn.gov)
- Leave a voicemail at 615-741-9360. Be sure to clearly state your name, your question, and a return phone number.