



## Tips for Submitting Supporting Documents for the ESA Application

### 1. Email Address:

- When creating your ESA account, please be consistent with your email address. Choose the same email address for your account and for your primary contact information. The ESA program will use this email address to send important information and program updates. Be sure to check this account frequently.

### 2. Income Documentation (1 required):

- The 1040 federal income tax document from the previous year with the name, address, list of dependents, and Line 9 of the document visible;
- Eligibility letter for any of the following assistance programs, dated within the past 365 days:
  - Supplemental Nutrition Assistance Program (SNAP),
  - Temporary Assistance for Needy Families (TANF), or
  - TennCare Medicaid (Please note: There are limited TennCare program types that will demonstrate meeting the income eligibility requirement for ESA, and the student must be listed as the recipient of the benefits).
- If you need to request a copy, please use the contacts listed below:
  - TennCare:
    1. Online: Visit the TennCare Connect [website](#) and log into your account. From there, you can access your eligibility information.
    2. Phone: Call the TennCare Connect helpline at (855) 259-0701 to request assistance or a copy of your eligibility letter.
  - Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF):
    1. Online: Log into the [One DHS](#) portal to retrieve your information. You can also get a copy of the eligibility letter online at [www.tn.gov/humanservices/families/families-first-tanf.html](http://www.tn.gov/humanservices/families/families-first-tanf.html).
    2. Phone: Call the Family Assistance Service Center at (866) 311-4287 for assistance.
    3. In person: You can also get a copy of the eligibility letter from the Families First office.
- Income eligibility may also be satisfied by providing documentation to show that the student falls under any of the following categories:
  - **Homeless**- Identified as lacking a fixed, regular, and adequate nighttime residence under the McKinney-Vento Homeless Assistance Act or residing in a homeless shelter.
  - **Runaway**- Identified by the local educational liaison through a program under the Runaway and Homeless Youth Act.
  - **Foster**- A child whose care and placement is the responsibility of the state or local welfare agency or who is placed by a court with a caretaker household.

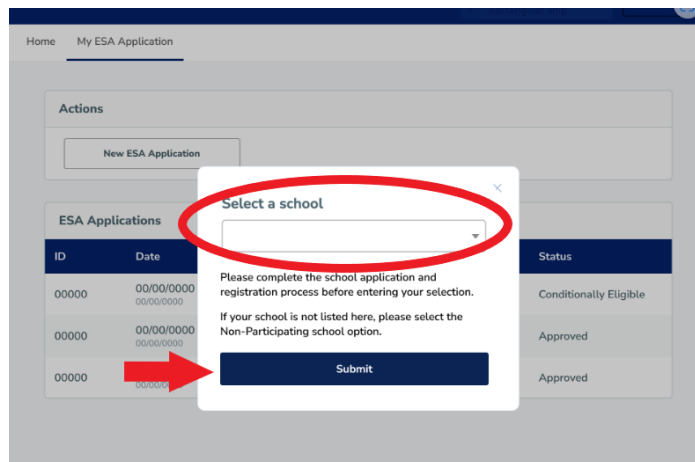
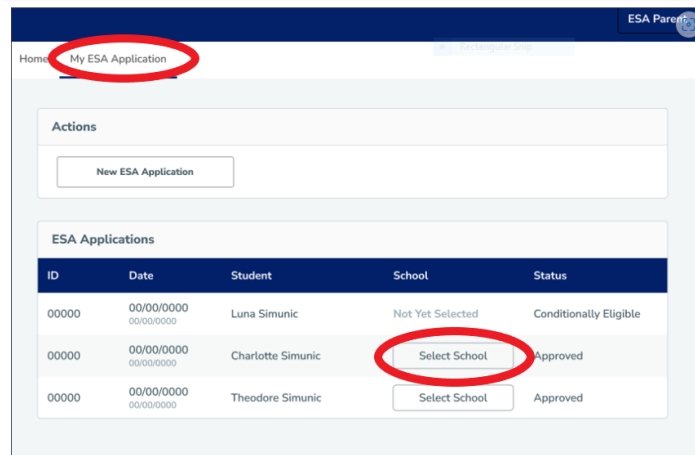
- **Migrant**- A child who is, or whose parent or spouse is a migratory worker and who, in the preceding 36 months, traveled across division/state lines in order to obtain, or accompanied such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing activity.

### 3. Residency Documentation (2 required):

- Be sure the address on your documentation *matches* the address listed for the student on the application.
- Be sure the *date* on the documentation is within the date ranges listed in the Residency Options on the [ESA website](#).
- If the address you verified with your driver’s license (using PLAID in your application) does **not** match the address listed for the student on the application, you will need to submit **two** additional proofs of residency that match the address listed for the student on the application.

### 4. School Not Yet Selected:

- You will not be able to select your school in the application until the application and all supporting documentation are *approved*. Once approved, this field will change to a “Select School” button you can click to select your school.



## 5. Document Submission:

If you have additional documents or documents with multiple pages to attach to the application, go to the *Additional Documents* question under *Residency and Income, Continued* in the second section of the application. Click "Yes" to the question and upload your documents here.

### Residency & Income, Continued

Does the student receive TennCare benefits?

*Please upload a benefit statement or letter of eligibility dated within the past 12 months. Note: CoverKids does not meet income eligibility guidelines.*

Does the student receive Tennessee Assistance for Needy Families (TANF) benefits?

*Please upload a benefit statement or letter of eligibility dated within the past 12 months*

Does the student receive Supplemental Nutrition Assistance Program (SNAP) benefits?

*Please upload a benefit statement or letter of eligibility dated within the past 12 months*

Do you have any additional documentation you would like to include for residency or income verification?

*Please upload any additional documentation below (e.g. custody agreements, guardianship paperwork, etc.)*

## 6. School Age:

If the child is turning 5 between August 15 and September 30, a letter of admission from the district or director of a participating school is required and must be uploaded.

## 7. Guardianship/Custody:

Documentation is required if a student is not listed as a son/daughter on the 1040 federal income tax document.

## 8. Application Submission:

- Once you click "Submit and Finalize" on the application, the application will be locked until the team reviews your application. You will not be able to edit or upload documents to the application until the team reviews your application. The application will show as "Pending Review."

Pending TN ESA Review  
Submitted on 04/19/24

## 9. Application Review:

- Applications are processed within 30 business days of submission.