

# Knox County Schools

## School Nutrition Program

P.O. Box 2188

Knoxville, Tennessee 37901-2188

Phone: 865-594-3640 Fax: 865-594-1203

### Free and Reduced Meal Application Information

For questions related to Free and Reduced Meal Applications, please contact Mona Underwood at [mona.underwood@knoxschools.org](mailto:mona.underwood@knoxschools.org) or at 865-594-9563.

New applications will not be accepted until after July 1, 2020 for the 2020-2021 school year. All applications submitted before July 01, 2020 for the 2020-2021 school year will drop out of the system, and it will be as if an application has not been submitted. You should always receive a letter of confirmation within a week or two after you submit the meal application. If you do not receive this letter, please call me. This means your application has not been processed.

There are three ways to apply for free or reduced meals:

- Online at [www.lunchapplication.com](http://www.lunchapplication.com) (Please provide student ID number when applying)
- Pick up a paper application at the front office or cafeteria where your child attends and return to the school cafeteria for processing
- Print a copy from the website at [www.knoxschools.org](http://www.knoxschools.org)

Please Note: Applications that are dated for the current school year in progress are the only ones that will be accepted for processing.

Meal applications do not automatically roll over from one school year to the next. New applications must be submitted for each school year if you believe your child may be eligible for the meal benefit. This also includes children who are in foster care and children who receive SNAP benefits. If applying based on a SNAP benefit case number, you must include the case number on the application. This must be a Tennessee case number. Out of state SNAP benefits case numbers will not be accepted.

Applications may be submitted at any time during the school year, however any negative balance that has accumulated on a student's meal account before an application is approved will be the responsibility of the parent/guardian to pay in full. Negative balances are not retroactively removed regardless of what status the new application is approved for.

There is a 30-day grace period for students whose meals were free or reduced at the end of the previous school year. The grace period allows extra time for a parent who applied and was approved for the previous school year to get their application submitted and approved for the new school year. If an application is not submitted and approved by the date the grace period ends, the student will start being charged full price for meals. If an application is submitted before the grace period ends and the status changes based on the new application, the status will change immediately to reflect the new information and status.

If there is only one child in the home who attends a CEP school, no application needs to be submitted. However, if there are multiple students in one home and some attend a CEP and some attend a Non-CEP school, ALL students will need to be listed on the application. When an application is submitted based on income, every member of the home needs to be listed. The application is based on number of persons living in the home vs. income in the home. If all members are not listed, it could be the difference between getting approved for free or reduced meals or being denied based on income.

This institution is an equal opportunity employer.