

**Please see attached
instructions for submitting a
free and reduced meal
application for the 2020-2021
school year.**

**New applications must be
submitted for every new
school year. Applications do
not automatically roll over
from school year to school
year.**

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 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 (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

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.

www.K12PaymentCenter.com

K12PaymentCenter.com is a secure, easy and convenient way to apply funds directly to your student's account.

Benefits of an Account

- Quick and easy payment system for your student's meals and school fees
- Deposit to multiple students' accounts with one single payment* (see below)
- Recurring payments can be set for monthly or weekly deposits
- Step-by-step registration is easy and account management is simple and intuitive
- Secure payment processing using your debit or credit card
- Your information is confidential – we do not sell your information to anyone!
- A flat convenience fee of \$1.95 is added to transactions up to \$100. A convenience fee of 2.99% of the total payment is added to transactions above \$100.
- See your student's meal account balance any time
- Automated notifications via email and text when your student's meal account balance falls below an amount you determine
- See 120 days of meals and fees purchased and payments made, so you know exactly where your money is being spent

*Because we use "Family Accounts" a payment applied to one of your children will be available to all of your children and you can see each of your children's account activity at any time.

Begin Managing Your Account Online Today!

To learn more visit www.K12PaymentCenter.com. To register for a new account, you will need your student's 4 digit school ID#. If you do not have this number you may obtain it from your student's school. You can also access the K12 Payment Center by clicking this icon on our website home page:



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Meal Prices
2020-2021

Breakfast

Reduced Student	.30
Student K-12	\$1.75
Adult (Knox County School Personnel)	\$2.00
Adult (Visitor)	\$2.25

Lunch

Reduced Student	.40
K-5 Student	\$2.50
6-12 Student	\$2.75
Adult (Knox County School Personnel)	\$3.25
Adult (Visitor)	\$3.75

Milk	.50 w/purchase of lunch	.75 as a la carte
Ice Cream	.75	

Please see attached information for submitting a free and reduced meal application for the 2020-2021 school year.

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For a list of the Community Eligibility Provision Schools (CEP schools) please visit our website at www.knoxschools.org.