

# ISLE DE JEAN CHARLES RESETTLEMENT

## APPLICATION DOCUMENT CHECKLIST

Applicants will be required to submit appropriate documentation from all applicable sections defined on the checklist.

### PROOF OF PRIMARY RESIDENCY/OCCUPANCY

Permanent, primary residents who lived on the island on or after Aug. 28, 2012:

*If tax records demonstrate homestead exemptions on the homeowner's island property during a timeframe that meets program eligibility requirements, no further proof of occupancy is needed. If not, applicants will be required to provide additional documentation to prove on-island residency and/or proof of permanent residence in a program eligible parish (Jefferson, Lafourche, Plaquemines, St. John the Baptist, St. Tammany and Terrebonne) during a timeframe that meets program eligibility requirements.*

*Applicants who are/were not owner-occupants must provide documentation based on their island residency history.*

- *Current permanent, primary IDJC residents who were also permanent, primary IDJC residents on Aug. 28, 2012: **one of the following (dated on or after Aug. 28, 2012)***
- *Past permanent, primary IDJC residents who were permanent, primary IDJC residents on Aug. 28, 2012 and displaced after Aug. 28, 2012: **two of the following (dated on or before Aug. 28, 2012)***
- *Current permanent, primary IDJC residents who were not permanent, primary IDJC residents on Aug. 28, 2012: **two of the following (dated on or after Aug. 2012) and proof of permanent residence on Aug. 28, 2012 in a program eligible parish***

*All records must match the name and on-island address provided on the IDJC Resettlement application.*

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of electric, gas, water, trash, sewage, cable or landline phone bill  | <input type="checkbox"/> Copy of credit card bill since August 2012                   |
| <input type="checkbox"/> Letter from electric, gas, water, trash, sewage, cable or landline phone company   | <input type="checkbox"/> Copy of bank statement since August 2012                     |
| <input type="checkbox"/> Voter registration records since 2012 submitted together with valid driver's license (unexpired as of date of application) | <input type="checkbox"/> Copy of school records since 2012 school year                |
|   | <input type="checkbox"/> Title search results that yield proof of homestead exemption |

### PROOF OF OWNERSHIP FOR CURRENT IDJC RESIDENTS

*If we are unable to verify ownership, you may be required to provide one or more of the following:*

- |   |  |
|---|--|
| <input type="checkbox"/> Warranty deed                            | <input type="checkbox"/> Court order/judgment/succession/affidavit of small estates  |
| <input type="checkbox"/> Fee simple title                         | <input type="checkbox"/> Proof of mortgage (can only be used in conjunction with other ownership documents and must be dated Aug. 28, 2012 or after) |
| <input type="checkbox"/> 99-year leasehold interest as the lessee |  |
| <input type="checkbox"/> Life estate/trusts/usufruct              |  |
| <input type="checkbox"/> Act of donation                          |  |

**GOVERNMENT-ISSUED PHOTO IDENTIFICATION FOR APPLICANT(S)**

- Driver's license, state-issued ID or U.S. passport

**PROOF OF DISABILITY IF A HOUSEHOLD MEMBER IS DISABLED (ONE OF THE FOLLOWING)**

- Mobility-impaired ID card
- Letter from doctor stating household member qualifies as disabled
- Verification of disability form (request form from case manager)
- Letter showing Social Security Disability Insurance

**INCOME INFORMATION FOR ALL HOUSEHOLD MEMBERS IF APPLICANT SELF-ATTESTS TO LMI (ONE OF THE FOLLOWING)**

- 2018 tax returns (1040) signed and submitted (If 2018 tax return has not been filed, applicant may submit 2018 W-2)
- Salary/wage: last three months of pay stubs OR signed statement from employer stating wage and frequency of payment
- Benefits: social security or disability, retirement, SSA, TANF, pension or annuity (current letter of benefits should include benefit amount)
- Unemployment income: current letter of benefits or printouts (should include benefit amount)

*Low-to-moderate income is defined as a household with a total annual income that is 80 percent or less than the area median income of the parish or metropolitan area. While income is not a consideration for eligibility in the Isle de Jean Charles Resettlement Program, applicants who attest to LMI will be required to provide documentation to verify LMI status.*

**ADDITIONAL NOTES:**

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