# **ISLE DE JEAN CHARLES RESETTLEMENT** APPLICATION DOCUMENT CHECKLIST

#### Applicants are required to submit appropriate documentation from all applicable sections on the checklist.

If tax records demonstrate homestead exemptions on the homeowner's island property during a time frame that meets program eligibility requirements, no further proof of occupancy is needed. If not, applicants are required to provide additional documentation to prove on-island residency and/or proof of permanent residence in a program-eligible parish\* during a time frame that meets program eligibility requirements.

## PERMANENT, PRIMARY RESIDENTS WHO LIVED ON THE ISLAND ON OR AFTER AUG. 28, 2012

#### □ PROOF OF PRIMARY RESIDENCY/OCCUPANCY

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

- Current permanent, primary residents who were also permanent, primary residents on Aug. 28, 2012: submit one of the following (dated on or after Aug. 28, 2012)
- Past permanent, primary residents who were permanent, primary 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 residents who were not permanent, primary 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 island address provided on the Resettlement application.

- 🗆 Copy of electric, gas, water, trash, sewage, cable or landline phone bill 🔅 Copy of credit card bill since August 2012
- □ Letter from electric, gas, water, trash, sewage, cable or landline phone company
- □ Copy of bank statement since August 2012
- □ Copy of school records since 2012-2013 school year
- □ Voter registration records since 2012, submitted with valid driver's □ Title search results that show proof of homestead exemption license (unexpired as of date of application)

# PERMANENT, PRIMARY RESIDENTS WHO LIVED ON THE ISLAND **BEFORE** AUG. 28, 2012

#### □ PROOF OF ON-ISLAND RESIDENCY/OCCUPANCY

Occupancy records must show residency in a program-eligible parish at the time of Hurricane Isaac (August 2012) and on the island prior to August 2012.

- □ Tax records from a year prior to 2012 demonstrating homestead exemption for island property
- □ Copy of electric, gas, water, trash, sewage, cable or landline phone bill
- □ Letter from electric, gas, water, trash, sewage, cable or landline phone company
- □ Voter registration records from the period during which occupancy is claimed, submitted with a copy of a driver's license from the period during which occupancy is claimed
- Copy of credit card bill or bank statement
- □ Copy of school records listing island address from 2011-2012 school year or prior years

\*Program-Eligible Parishes: Jefferson, Lafourche, Plaquemines, St. John the Baptist, St. Tammany and Terrebonne

"Current residents" refers to those who lived on/maintained permanent residency on the island on March 9, 2019, when the Resettlement launched.

Information subject to change. Revised: Apr. 29, 2020



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### ADDITIONAL DOCUMENTATION

#### □ GOVERNMENT-ISSUED PHOTO IDENTIFICATION FOR APPLICANT(S)

 $\hfill\square$  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 (form available from case manager)
- □ Letter showing Social Security Disability Insurance

#### □ INCOME INFORMATION FOR ALL HOUSEHOLD MEMBERS IF APPLICANT ATTESTS TO LMI\* (SUBMIT ONE OF THE FOLLOWING)

- Prior year tax returns (1040) signed and submitted (If prior year tax return has not been filed, applicant may submit prior year 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, applicants who attest to LMI are required to provide documentation to verify LMI status.

#### ADDITIONAL NOTES:





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Supports Fair Housing, Equal Employment Opportunity, ADA Accessibility

