



**READ THESE INSTRUCTIONS CAREFULLY.
NOT FOLLOWING THESE GUIDELINES WILL DELAY YOUR APPLICATION FOR ASSISTANCE.**

1. We require all applicants to first self-report your home damage to the State of Texas. Go to the following website and follow the prompts if you have not already done so: **damage.tdem.texas.gov**
*In the blue box, choose **General Damage Submission** (unless you see an option for the specific disaster that impacted your home).*
2. After you have self-reported your home damage, you may file an application for assistance with our office. You can access our application online or we can provide you with a paper copy. Go to our website: www.jeffersoncounylongtermrecovery.org Look for “Apply For Assistance” in the top right area of the page.
3. After you have completed your application, please collect the required documentation that supports your application for program assistance. A list of these documents is below.

It is your responsibility to provide us with copies of the documents below. We will not process your application until we receive these documents in full:

Drivers License or State ID for all person(s) living in the home over the age of 17.

Home Ownership Documents/House Deed

Proof of Income: company check stubs, social security and/or disability information and child support *(if you are a single parent with children)*

Bank Statement(s) *(last 2 months)*

Two (2) utility bills *(The address of the damaged property and your name MUST be displayed on the bills)*

Property tax statement showing taxes are current or that applicant has a payment arrangement with the county

Outstanding loan and credit card documentation

FEMA award/denial letter *(if applicable)*

Insurance award/denial information *(if applicable)*

Photos of before/after storm

You may drop off your documents during the following business hours:

Monday – Thursday 9am – 4pm

-or-

You may email your documents to the following address: director@JCLTRG.org

*** You turn on to Wespark Circle off S. Major Dr. Wespark Circle is clearly marked by a green street sign. We are the last building on the left with a blue metal roof. The letters YMBL are displayed on our building.*