

**Volunteers Helping in the Community
Writing Appeal Letters to FEMA**

1. You may submit a written appeal for:

- Eligibility
- amount or type of assistance
- late application
- request to return money
- continued assistance

2. Explain in writing the reason for your appeal.

3. If you need information about your case, you may request a copy of the information in your file in writing to the address at the bottom of this page.

3. If you disagree with the decision you receive from the Federal Emergency Management Agency. You have the right to file an appeal.

4. An appeal letter must be received by FEMA no later than 60 days of the date on the decision letter.

5. Requests and appeals should be addressed to FEMA - Individual & Households Program or visit your local Disaster Recovery Center (DRC).

On each page of a letter to FEMA include:

- your full name,
- your FEMA registration number,
- number the pages of your letter (for example page 2 of 3)

Send mail to:

FEMA - Individual & Households Program
National Processing Service Center
P.O. Box 10055
Hyattsville, MD 20782-7055

Fax to:

FEMA - Individual & Households Program
1 - (800) 827-8112

Fax your letter, if at all possible.

**Volunteers Helping in the Community
Letter of Appeal**

- An appeal is where you ask FEMA to reconsider rejecting your application for a specific program.
- This is an example of all the information you could include in a letter asking FEMA for an appeal. It is also an example of the style the letter should be written in.
- At the end of this packet of papers there is an appeal format you can fill in for yourself, or can use to help others write an appeal letter.
- Your appeal letter must be received by FEMA no later than 60 days of the date on the decision letter.
- If you need information about your case, you or someone from your household may request a copy of the information in your file by writing to:
**FEMA - Records Management
National Processing Service Center
P. O. Box 10055
Hyattsville, MD 20782-7055**
- If someone writes a letter for you. Please include a signed statement by you giving that person your authorization to request this information.

Name and address of the applicant; include the date the letter is being written

**Mail to: FEMA-Individuals and Households Programs
National Processing Service Center
P.O. BOX 10055
Hyattsville, MD 20782-7055**

Fax to: (800) 827-81 12 Attention: FEMA - Individuals and Households Programs

Dear FEMA:

1. Paragraph one. This letter appeals FEMA's decision and request a review of my case. You can have more than one item to appeal. Start a new paragraph for each topic. Have only one topic per paragraph.

My appeal relates to:

- Eligibility
- The amount or type assistance
- Late application
- Request to return money
- Continued assistance

2. Paragraph two. Explain in writing why you feel FEMA's decision is incorrect.

3. Paragraph three. Please review my appeal and advise me of your decision.

Thank you for your consideration.

Include your FEMA registration number on each page of every letter you write to FEMA.

Name of Applicant (printed or typed)

Signature of Applicant

Name _____ Date _____

Address _____

FEMA Registration number _____

Attention: FEMA - Individuals and Households Programs

Dear FEMA:

This letter is an appeal of FEMA's decision, and a request to review my case.

The subject of my appeal is:

I feel FEMA's decision is incorrect because:

Please review my appeal and advise me of your decision.

Thank you for your consideration.

Printed Name _____

Signature of Applicant _____

Page ____ of ____

**Volunteers Helping in the Community
Letter for Change of Address**

- As time goes on after a disaster, you may move. Sometimes more than once.
- When you move, please send FEMA a letter telling them your new address.
- This is an example of all the information you could include in a letter telling FEMA that you have moved.
- At the end of this packet of papers there is a change of address form letter you can use if you want.
- Tell FEMA about your new address each time you move.
- If we loose track of you, you could loose program benefits (money).

Name and address of the applicant; include the date the letter is being written

FEMA-Individuals and Households Programs:
National Processing Service Center
Hyattsville, MD 20782-7055

Fax to: (800) 827-81 12 Attention: FEMA - Individuals and Households programs

Dear FEMA:

I am sending you an address change. Please revise my file.
Please change my current mailing address.

Old address: Street
City, State and Zip Code
(Area code) phone number

New address: Street
City, State and Zip Code
(Area code) phone number

My contact phone number remains the same or this is my new phone number.

I am submitting the following:

1. Verification of Occupancy before the disaster (for example, a copy of your utility bill)
2. Identification with your pre-disaster address (for example, a copy of your state ID card)
3. 90-69B Declaration Statement

Thank you,

Include your FEMA registration number on each page of every letter you write to FEMA.

Name of Applicant (printed or typed)

Signature of Applicant

Name _____ Date _____

Address _____

FEMA Registration number _____

Attention: FEMA - Individuals and Households Programs

Dear FEMA:

I am sending you my address change. Please revise my file.
Please change my current mailing address.

Old address:

New address:

My phone number:

I am submitting the following material to identify myself to FEMA.

Verification of Occupancy before the disaster

Identification with your pre-disaster address

90-696 Declaration Statement

Thank you,

Printed Name _____

Signature of Applicant _____

Page ____ of ____

Name of Applicant:
Address of Applicant:
Registration number:
Date:
Dear FEMA:

I am requesting **FEMA Housing Assistance**

Check all that apply.

- Temporary Housing
- Lodging Expense
- Rental Assistance
- Mobile Home or Travel Trailer
- Home Repairs - Not covered by insurance
- Replacement - home totally destroyed - not covered by insurance

And/or

I am requesting **Other Needs Assistance** - not covered by insurance

Check those that apply.

- Medical Costs
- Dental Costs
- Funeral Costs
- Personal Property (see attached SBA loan denial letter)
- Transportation/vehicle/ repair or replace (see attached SBA loan denial letter)
- Other Expenses
 - a. moving & storage reimbursement (see attached SBA loan denial letter)
 - b. other disaster-related needs (such as reimbursement for generator)

I am submitting the following documents to support my request.

Check all that apply.

- Letter of request substantiating need
- SBA denial letter
- Supporting Documents for Request: Insurance documents (adjuster's summary and letter), receipts, estimates, and/or physician notes, etc.
- Verification of Ownership: deed, mortgage payment book, tax receipt or a property tax bill, **at the time the disaster was federally declared on September 13, 2008.**
- Verification of Occupancy: utility statement, phone statement, or envelope addressed to applicant with the damaged dwelling address, **at the time the disaster was federally declared on September 13, 2008.**
- Identification Document: driver's license, work identification card, social security card, or library card.
- Signed 90-69B (Declaration of Citizenship and Release)
- Other: _____

Please review and advise. Thank you for your consideration.

Printed Name _____

Signature of Applicant _____

Page ____ of ____