

How to File an Appeal



File an Appeal

If you file an appeal with FEMA include the following information:

Explain in writing the reason(s) for your appeal, including why you think the amount or type of assistance you received is incorrect.

Include a list of damage and unmet needs you believe were not covered.

Estimates from licensed contractors must state the damage and the cause. It should state the cost to repair (list of all items), or whether the item is not repairable.

The appeal letter should be accompanied by documentation to support the appeal request, such as:

- Landlord or medical statements
- Merchandise, service, repair statements and receipts. Add itemized list of vendor information, measurements, etc.
- School/employer statement (for loss of essential tools)

All pages of the appeal should include:

- Applicant's full name
- FEMA registration ID/Number
- Disaster number (DR-4420-NE)
- Damaged address
- Current phone number and mailing address

Applicant must sign and date the letter of appeal.

If someone other than the applicant files the appeal, the applicant must also submit a signed statement giving that person authority to represent them. In this case the person who the applicant authorizes to act on his/her behalf must sign the appeal.

Example Appeal Letter

Applicant Name
FEMA Registration Number
Disaster Number
Street Address (current)
City, State, Zip
Phone Number

Dear FEMA,

On March 17, 2019, I received a letter from you stating that I am ineligible for assistance because XXXX. I have additional disaster related damage that occurred between April 1, 2019, and July 14, 2019.

Enclosed please find my reason for the appeal. I suffered additional uninsured damage documented by: (include a list of damage and unmet needs you incurred)

"I hereby declare under penalty of perjury that the foregoing is true and correct."

Please review the enclosed information and reconsider your decision.

Thank you,

Applicant
[Signature]

Submit Your Appeal

Follow the instructions on the FEMA decision letter to submit an appeal.



By Computer

Upload the appeal to your online disaster account at DisasterAssistance.gov



By Mail

FEMA Appeals Officer
P.O. Box 10055
Hyattsville, MD 20782-8055



By Fax

800-827-8112